

Position Description

Position Title	Health Care Assistant / Orderly
Business area:	Operating Theatre
FTE:	As per Conditions of Employment
Reports to:	Perioperative Services Manager

Position Objective

- To work as part of the theatre team and to support Nurses and Anaesthetic Technicians in their roles.
- To maintain a tidy and safe theatre environment.
- To ensure supplies of products, consumables or equipment needed for surgery are ordered.

Functional Relationships

Internal:	External:
• Perioperative Services Manager • Nurse Specialists • Anaesthetic Technician Coordinator • Hospital Manager • Patient Care Manager • Infection Control Nurse • Other Theatre staff • All other St George's staff	• Medical staff • Allied Health Professionals • Patients, whanau and support persons

Key Areas of Accountability

Area of Accountability	Expected Results
Completes surgical set ups of sterile instrumentation and consumables for operating list	• Selects correct procedure sheet relating to surgical procedure. • Follows surgeon preference sheet, marking off items retrieved and identifying outstanding items. • Signs name at bottom of set up sheet. • Assigns the set-up to the surgeon using L-trace. • Alerts CSSD to instruments that require recycling in writing.
Assists circulating nurse during list	• Works in the operating session under the direction a Registered Nurse within scope of practice. • Retrieves required non-sterile equipment for surgical cases. • Assists in the opening of sterile products in accordance with standards of Aseptic Technique. • Uses L-trace to issue items to the patient. • Assists with positioning of patient and connection of equipment as delegated by the Registered Nurse • Assists in cleaning of theatre between cases and terminal cleaning at end of list in accordance with Operating Theatre, Infection control and Health and Safety policies and procedures. • Prepares equipment necessary to aid a smooth theatre turnover prior to case ending. • Refills cleaning bottles with correct dilution of product. • Returns cleaned equipment to correct storage area. • Assists in identification of faulty equipment and follows procedures for repair of equipment if able or alerts appropriate Nurse Specialist • Assists in restocking of theatre.
Maintains adequate stock levels of consumable items and theatre linen	• Orders stock according to imprest levels if available otherwise according to established patterns of use. • Unloads stock promptly and places in correct place. • Monitors and rotates stock to ensure no expiration of products. • Alerts Nurse Specialist or Perioperative Manager to short dated stock and any back orders.

Area of Accountability	Expected Results
Ensures staff facilities are kept clean, tidy and stocked.	• Ensures uniforms are put away grouped by size. • Alerts the Perioperative Services Manager to reduced levels of uniforms. • Maintains supplies of hats, overshoe & bath towels in change rooms. • Ensures Change Room shelving and unassigned lockers are cleaned quarterly. • Removes laundry from the change room throughout the day and ensures bag weight meets health and safety guidelines. • Keeps the staff tearoom clean and tidy. • Ensures china and cutlery is processed in accordance with infection control principles. • Maintains supplies of food and beverages at suitable levels according to level of activity in department. • Places meal orders with the kitchen according to clinician specified preference. • Manages meals and staff supplies in accordance with safe food handling requirements.
Assists in maintenance of clean and orderly department	• Manages sterile products in accordance with Infection Control guidelines. • Returns sterile stock to identified places. • Assists, as delegated, in maintaining tidy waiting areas and utility rooms. • Ensures corridors are kept free of obstructions. • Regularly removes used linen and rubbish from the department. • Ensures endoscopic, human tissue and contaminated waste is removed daily. • Completes delegated cleaning tasks in according with frequency indicated.
Assists in re-ordering of theatre consumables	• Receives replacement items into department and follows processes for recording arrival and places product in correct place. • Assists, as required, with regular stock takes of consigned products.
Provides patient and whanau support	• Interacts with patients and whanau in a helpful and courteous manner that encompasses cultural safety. • Provides refreshments to post-op patients and whanau as directed by Registered Nurse. • Escorts, as requested, whanau to and from theatre or around department. • Waits, if requested to, with patients pre-operatively.

Area of Accountability	Expected Results
Undertakes role of DSU receptionist as requested.	• Answers telephone in courteous manner. • Manages enquires in helpful manner or refers call to appropriate staff. • Completes initial identification check of patients presenting in DSU. • Assists with input of data as directed.
Assists in continual quality improvement	• Assists with record keeping for quality control purposes. • Reads and records, on business days, the operating theatre drug fridge temperature to ensure temperature is maintained between 2-8 degrees. If temperature is < than 2 degrees or > that 8 degrees notifies the OT Manager or CNS and completes an incident form. • Supports audit activities within the department. • Contributes to continual quality improvement program by communicating any areas where improvement is needed.
Meets Infection Control requirements	• Follows infection control practices including those relating to hand hygiene, cleaning, aseptic technique and correct handling of sterile items.
Maintains confidentiality in respect to patients and St George's Hospital's business.	• Maintains patient confidentiality. • Refers any questions about St Georges financial, ordering or stocking practices to the Perioperative Theatre Manager.
Cultural safety and Te Tiriti o Waitangi To promote cultural awareness within St George's Hospital	• Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health. • Collaborates with colleagues regarding the integration of Te Tiriti principles of partnership, protection and participation in practice • Displays a willingness to work positively with organisational strategies to improve outcomes for Māori • Promotes an awareness of cultural differences amongst staff and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice
Health & Safety To ensure a safe working environment	• Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with legislated Health and Safety at Work requirements • Cooperates with any reasonable policy or procedure relating to health or safety at the workplace • Ensures compliance with hospital security requirements and is vigilant in all matters of security • Participates in Health and Safety training as required by St George's

Area of Accountability	Expected Results
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Exhibits positive interpersonal skills and promotes effective team work	• Demonstrates the ability to work independently but with the capacity to work collaboratively as part of a part of a multi-disciplinary team. • Interprets and adheres to lines of authority and uses proper channels of communication. • Accepts constructive criticism and adjusts behaviour to address concerns. • Displays a good team spirit and adopts a positive approach to work. • Respects the contribution of others within the team. • Attends and participates in staff meetings as directed • Promotes harmonious working relationships within the department and with Clinicians.
Other Duties To undertake other duties as requested by the Perioperative Services Manager from time to time	• Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	NCEA level 2 English or equivalent	
Experience & Knowledge	Nil	Previous hospital, rest home, cleaning experience or stock management
Personal Attributes	- Have good communication skills both written and oral. - Ability to work as part of a team - Ability to prioritise - Physically capable to lift equipment or instruments repeatedly or assist in movement of unconscious patient. - Understanding of importance of hygiene in theatre environment.	

Agreed by:

Signed: _____
(Employee)

Date: _____

Signed: _____
(Hospital Manager)

Date: _____