

Position Description

Position Title	Health Care Assistant
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 available for use.

Functional Relationships

Internal:	External:
<ul style="list-style-type: none">• Perioperative Services Manager• Theatre Co-ordinator• Nurse Specialists• Anaesthetic Technician Coordinator• Hospital Manager• Patient Care Manager• Infection Control Facilitator• Quality Manager• Other Theatre staff• All other St George's staff	<ul style="list-style-type: none">• Medical staff• Allied Health Professionals• Patients, whānau and support persons

Key Areas of Accountability

Area of Accountability	Expected Results
Completes surgical set ups of sterile instrumentation and consumables for operating list	<ul style="list-style-type: none"> • 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 the surgical team in theatre	<ul style="list-style-type: none"> • 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. • Has prepared correct cleaning products for use. • 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	<ul style="list-style-type: none"> • 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 Clinical Nurse Specialist or Perioperative Manager to short dated stock and any back orders. • Assists, as required, with regular stock takes of consigned products.

Area of Accountability	Expected Results
<p>Ensures staff facilities are kept clean, tidy and stocked.</p>	<ul style="list-style-type: none"> • 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.
<p>Assists in maintenance of clean and orderly department</p>	<ul style="list-style-type: none"> • 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 accordance with frequency indicated.
<p>Provides Patient and whanau support</p>	<ul style="list-style-type: none"> • 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 ADU receptionist as requested.	<ul style="list-style-type: none"> • 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.
Meets Infection Control requirements	<ul style="list-style-type: none"> • Follows infection control practices including those relating to hand hygiene, cleaning, aseptic technique and correct handling of sterile items.
Inter-professional Healthcare and Quality Improvement To maintain a high level of quality improvement	<ul style="list-style-type: none"> • Participates actively in quality improvement • Participates actively in the maintenance of the QHNZ Accreditation status. • Documents accidents and incidents accurately in accordance with Hospital policy.
Organisational Culture To support a strong and positive image of St George's within the community and with key internal and external stakeholders	<ul style="list-style-type: none"> • Promotes harmonious working relationships within the department and with departmental "Users". • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for a "customer focus". • Assists in facilitating positive inter-departmental relationships. • Maintains confidentiality in respect to St George's operations, business, employees, clients and patients. • Models St George's values and adheres to St George's policies and procedures.
Cultural understanding of the Treaty of Waitangi	<ul style="list-style-type: none"> • Works within the framework of the Treaty of Waitangi. • Understands the implications of health disparity for Maori • Promotes an awareness of the nursing obligations relating to the Treaty of Waitangi. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori.
Cultural Safety To promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> • Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations • Respects diversity of cultural and religious beliefs amongst patients, family and staff

<p>Health & Safety To ensure a safe working environment</p>	<ul style="list-style-type: none"> • In conjunction with relevant personnel accepts responsibility for hazard identification, review of hazards in the area. • Ensures accidents and untoward incidents occurring in the department are reported. • Takes reasonable care for personal health and safety. • Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons. • Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at Work Act 2015. • Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers. • Ensures compliance with hospital security requirements and is vigilant in all matters of security. • Recognises safety hazards and initiates appropriate corrective actions. <p>Participates in Health and Safety and infection control training as mandated by St George's from time to time.</p>
<p>Organisational effectiveness To contribute to the cost effectiveness and changing needs of the hospital business</p>	<ul style="list-style-type: none"> • Sets appropriate priorities for workload. • Monitors stock supplies and refers to person responsible for re-ordering. • Participates in the departments ongoing maintenance programme. • Looks for ways and means to actively and effectively promote cost effectiveness. • Completes patient charging records accurately. • Maintains an overview of patient activity and prioritises clinical workload according to the consultant's requirements. • Participates in the development of patient pathways that support effective and timely care and improve the patient experience.
<p>Other Duties To undertake other duties as requested by the Operating Theatre Manager from time to time</p>	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> NCEA level 2 English or equivalent 	
Experience & Knowledge	<ul style="list-style-type: none"> Nil 	Previous hospital, rest home, cleaning experience or stock management
Personal Attributes	<ul style="list-style-type: none"> 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: _____