



## Key Areas of Accountability

| Area of Accountability  | Expected Results   |
|---|--|
| <b>Completes surgical set ups of sterile instrumentation and consumables for operating list</b> | <ul style="list-style-type: none"> <li>Follows established process for ensuring selection of items for surgery is correct and notifies appropriate staff of any missing items.</li> </ul>  |
| <b>Assists circulating nurse during list</b>  | <ul style="list-style-type: none"> <li>Works in the operating session under the direction of a Registered Nurse within scope of practice undertaking delegated tasks ensuring principles of infection control are maintained and patient and staff safety requirements are met. Ensures instrument tracking and all documentation processes are accurate.</li> </ul>   |
| <b>Maintains adequate stock levels of consumable items and linen</b>                            | <ul style="list-style-type: none"> <li>Stock is maintained at agreed levels in correct location with rotation of product to avoid unnecessary expiry.</li> <li>Stock shortfalls are notified to appropriate staff.</li> </ul>  |
| <b>Ensures facilities are kept clean, tidy and stocked.</b>                                     | <ul style="list-style-type: none"> <li>Change room supplies are maintained and rooms are kept tidy.</li> <li>Staff tea room is maintained ensuring correct washing of shared items and prompt removal of waste.</li> <li>Safe food handling protocols are followed at all times</li> <li>Kitchen supplies and clinician meals are ordered in accordance with correct process</li> </ul>  |
| <b>Assists in maintenance of clean and orderly department</b>                                   | <ul style="list-style-type: none"> <li>Manages sterile products in accordance with Infection Control guidelines.</li> <li>All waste, including contaminated waste is managed according to guidelines and hospital practice</li> <li>Assists with departmental cleaning in accordance with documented tasks and frequency. Equipment is stored correctly to allow easy location and safe environment.</li> <li>Completes delegated cleaning tasks in accordance with frequency indicated.</li> <li>Liaise with wards to ensure APO beds are brought down from the ward</li> <li>Ensure day surgery beds available for theatres</li> <li>Clean and make up beds</li> </ul> |
| <b>Assists in re-ordering of theatre &amp; PACU consumables</b>                                 | <ul style="list-style-type: none"> <li>Receives replacement items into department and follows processes for recording arrival and places product in correct place.</li> <li>Assists, as required, with regular stock takes of consigned products.</li> </ul>   |

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|---|---|
| <b>Provides Patient and whanau support</b>  | <ul style="list-style-type: none"> <li>• Interacts with patients and whanau in a helpful and courteous manner that encompasses cultural safety.</li> <li>• Provides refreshments to post-op patients and whanau as directed by Registered Nurse.</li> <li>• Escorts, as requested, patients and whanau to and from theatre &amp; PACU around department.</li> <li>• Waits, if requested to, with patients pre-operatively.</li> </ul>   |
| <b>Assists in Continual Quality Improvement</b>   | <ul style="list-style-type: none"> <li>• Assists with record keeping for quality control purposes.</li> <li>• Reads and records, the operating theatre drug fridge temperature to ensure correct temperature range. Reports to appropriate personal readings outside of set limits</li> <li>• Supports audit activities within the department.</li> <li>• Contributes to continual quality improvement program by communicating any areas where improvement is needed.</li> </ul>   |
| <b>Meets Infection Control requirements</b>   | <ul style="list-style-type: none"> <li>• Follows infection control practices including those relating to hand hygiene, cleaning, aseptic technique and correct handling of sterile items.</li> </ul>  |
| <b>Maintains Confidentiality In respect to patients and St George's Hospital's business.</b>                  | <ul style="list-style-type: none"> <li>• Maintains patient confidentiality.</li> <li>• Refers any questions about St Georges financial, ordering or stocking practices to the Perioperative Theatre Manager.</li> </ul>   |
| <b>Cultural safety and Te Tiriti o Waitangi<br/>To promote cultural awareness within St George's Hospital</b> | <ul style="list-style-type: none"> <li>• Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health.</li> <li>• Collaborates with colleagues regarding the integration of Te Tiriti o Waitangi principles of partnership, protection and participation in practice</li> <li>• Displays a willingness to work positively with organisational strategies to improve outcomes for Māori</li> <li>• 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</li> </ul> |
| <b>Health &amp; Safety ensures a safe working environment</b>   | <ul style="list-style-type: none"> <li>• 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</li> <li>• Co-operates with any reasonable policy or procedure relating to health or safety at the workplace.</li> <li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li> <li>• Participates in Health and Safety training as required by St George's.</li> </ul>   |

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|---|---|
| <b>Exhibits positive interpersonal skills and promotes effective team work</b>  | <ul style="list-style-type: none"> <li>• Demonstrates the ability to work independently but with the capacity to work collaboratively as part of a part of a multi-disciplinary team.</li> <li>• Interprets and adheres to lines of authority and uses proper channels of communication.</li> <li>• Accepts constructive criticism and adjusts behaviour to address concerns.</li> <li>• Displays a good team spirit and adopts a positive approach to work.</li> <li>• Respects the contribution of others within the team.</li> <li>• Attends and participates in staff meetings as directed</li> <li>• Promotes harmonious working relationships within the department and with Clinicians.</li> </ul> |
| <b>Other Duties</b><br>To undertake other duties as requested by the Perioperative Services Manager from time to time | <ul style="list-style-type: none"> <li>• Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li> </ul>  |

#### Qualifications, Experience and Personal Qualities

|                                   | Essential   | Desirable   |
|-----------------------------------|---|---|
| <b>Qualifications</b>             | <ul style="list-style-type: none"> <li>• NCEA level 2 English or equivalent</li> </ul>  |   |
| <b>Experience &amp; Knowledge</b> | <ul style="list-style-type: none"> <li>• Nil</li> </ul>   | Previous hospital, rest home, cleaning experience or stock management |
| <b>Personal Attributes</b>        | <ul style="list-style-type: none"> <li>• Have good communication skills both written and oral.</li> <li>• Ability to work as part of a team</li> <li>• Ability to prioritise</li> <li>• Physically capable to lift equipment or instruments repeatedly or assist in movement of unconscious patient.</li> <li>• Understanding of importance of hygiene in theatre environment.</li> </ul> |   |

#### Agreed by:

Signed: \_\_\_\_\_  
**(Employee)**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
**(Hospital Manager)**

Date: \_\_\_\_\_