

Key Areas of Accountability

Area of Accountability	Expected Results
Assists in re-ordering of surgical consumables and implants	<ul style="list-style-type: none"> • 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.
Maintains adequate stock levels of consumable items and theatre linen	<ul style="list-style-type: none"> • Stock is maintained at agreed levels in correct location with rotation of product to avoid unnecessary expiry. • Stock shortfalls are notified to appropriate staff.
Assists in maintenance of clean and orderly department	<ul style="list-style-type: none"> • Manages sterile products in accordance with Infection Control guidelines. • All waste, including contaminated waste is managed according to guidelines and theatre practice • Assists with departmental cleaning in accordance with documented tasks and frequency. Equipment is stored correctly to allow easy location and safe environment. • Completes delegated cleaning tasks in accordance with frequency indicated.
Ensures staff facilities and storage areas are kept clean, tidy and stocked.	<ul style="list-style-type: none"> • Change room supplies are maintained and rooms are kept tidy. • Staff tea room is maintained ensuring correct washing of shared items and prompt removal of waste. • Safe food handling protocols are followed at all times • Kitchen supplies and clinician meals are ordered in accordance with correct process
Assists with surgical set ups of sterile instrumentation and consumables for operating list as required.	<ul style="list-style-type: none"> • Follows established process for ensuring selection of items for surgery is correct and notifies appropriate staff of any missing items.
Assists circulating nurse during list	<ul style="list-style-type: none"> • 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.
Provides Patient and whanau support	<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
Assists in Continual Quality Improvement	<ul style="list-style-type: none"> Assists with record keeping for quality control purposes. Reads and records, the operating theatre drug fridge temperature to ensure correct temperature range. Reports readings outside of set limits to appropriate personnel Supports audit activities within the department. Contributes to continual quality improvement program by communicating any areas where improvement is needed.
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.
Maintains Confidentiality In respect to patients and St George's Hospital's business.	<ul style="list-style-type: none"> Maintains patient confidentiality. Refers any questions about St Georges financial, ordering or stocking practices to the Operating Theatre Manager.
Cultural safety, understanding and Te Tiriti o Waitangi To promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> Demonstrates an understanding of and commitment to our responsibilities of Te Tiriti o Waitangi. Respects diversity of cultural, this may include age, gender, sexuality, ethnicity, culture, disability, or beliefs.
Health & Safety To ensure a safe working environment	<ul style="list-style-type: none"> Complies with and supports all health and safety policies, guidelines, and initiatives. Ensures all incidents, injuries and near misses are reported in our H&S reporting tool.
Exhibits positive interpersonal skills and promotes effective team work	<ul style="list-style-type: none"> 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 Operating Theatre Manager from time to time	<ul style="list-style-type: none"> Performs other duties relevant to the role or area 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, 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. 	