

Position Description: Theatre Orderly

Business area: Operating Theatre, PACU, DSU, DOSA, Cath Lab, Surgical wards, Reception

FTE: As per Conditions of Employment

Reports to: Theatre Manager

Position Objective:

- To provide efficient and effective transportation of patients and visitors.
- To provide the necessary assistance to staff to ensure an efficient turnaround time in the Operating Theatres, PACU, DSU, DOSA and the surgical wards
- To assist staff with the movement and monitoring of equipment
- To work under the direction of the Operating Theatre staff to ensure efficient management of stock and supplies

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Perioperative Services Manager • Patient Care Manager • Theatre, PACU, DOSA, DSU and Cath Lab Staff Nursing Coordinator • Department Heads • All other St George's staff 	<ul style="list-style-type: none"> • Patients and their visitors • Clinicians and their staff

Key Areas of Accountability:

Area of Accountability	Expected Results
<p>Provides support to nursing team to transport patients, visitors and equipment</p>	<ul style="list-style-type: none"> • Efficient turnaround time of patients • Receives a daily handover from the PACU staff and uses TRAK information to understand daily workflows • Accepts calls from clinical and reception staff and identifies relevant clinical area to ensure timely transportation of patients • Appropriately locates the patient and primary nurse in the ward and assists nurse to take patient to theatre and then return patient to the ward following surgery from PACU. • Alerts theatre team to any barriers to timely transferring of patients • Prints out information required by nursing team as required. • Greets patients & whanau in welcoming manner. • Assists visitors/whanau and provides oversight and offers drinks to whanau whilst waiting for relatives • Assists staff with any housekeeping duties to ensure timely turnaround. • Assists with the movement and monitoring of equipment around the hospital. • Removes rubbish, linen and recycling • Assists with transportation of clean linen to the clinical areas • Assists on the management of stock and supplies by checking off orders, stock levels and assists with stock rotation.



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Area of Accountability	Expected Results
Interpersonal Relationships/Teamwork	<ul style="list-style-type: none"> • Appreciates and respects the contribution of others within the team. • Contributes positively to the goals of the team and the organisation. • Communicates honestly and openly with other team members. • Fosters co-operation across clinical and administrative groups. • Models St George's values.
Professional Development	<ul style="list-style-type: none"> • Undertakes responsibility for meeting all the mandatory requirements of the organisation. • Identifies learning requirements and/or deficits and objectives are set for further development of staff.
Quality Improvement	<ul style="list-style-type: none"> • Supports continuous quality improvement. • Documents and reports accidents and incidents accurately in accordance with St George's policies.
Organisational Culture	<ul style="list-style-type: none"> • Promotes harmonious working relationships. • Maintains confidentiality in respect to all St George's operations, business, employees, clients and patients. • Adheres to St George's policies and procedures. • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and is customer focused. • Assists in facilitating positive inter-departmental relationships.
Cultural understanding of the Treaty of Waitangi	<ul style="list-style-type: none"> • Understands and has knowledge of the Treaty of Waitangi and its implications. • Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori. • Respects diversity of cultural and religious beliefs amongst staff and patients.
Health & Safety	<ul style="list-style-type: none"> • 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 and its amendments • 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. • Attends fire and evacuation lectures and participates in drills as required. • Participates in Health and Safety training as mandated by St George's from time to time.
Other Duties To undertake other duties as requested by the Theatre Manager from time to time	<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.

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Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 	
Experience & Knowledge	<ul style="list-style-type: none"> • 	
Personal Attributes	<ul style="list-style-type: none"> • Courteous friendly demeanour • Excellent time management, attention to detail, and ability to prioritise • Ability to be discreet and maintain confidentiality at all times • Ability to think creatively • Ability to relate well with all staff and clinicians. • Analytical approach to problem solving • Ability to maintain a high degree of accuracy 	

Agreed by:

Signed: _____ **Date:** _____
(Employee)

Signed: _____ **Date:** _____
(Hospital Manager)