



Position Title	Theatre Orderly
Site/Location	Mornington
Unit/Department	Theatre
Classification	As per the Enterprise Agreement
Reports to	Nurse Unit Manager
Supervisory responsibilities	<ul style="list-style-type: none"> N/A
Key relationships	<ul style="list-style-type: none"> Hospital staff and Volunteers Patients and family and their support networks
Overall Job Purpose	The Orderly will be responsible for assisting in the delivery of patient care and the safe and efficient transfer of patients to and from the designated area, under direction of nursing and medical staff.
Values	<p>Proactively demonstrate behaviour that engenders and promotes the Values of The Bays Healthcare Group Inc.</p> <p>At The Bays Healthcare, we seek to pursue the following values:</p> <p>Integrity Being honest in our dealings with others.</p> <p>Compassion Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.</p> <p>Accountability Being responsible for and mindful of the consequences of our actions.</p> <p>Respect Acknowledging the rights and opinions of others as we work together as a team.</p> <p>Excellence Continually improving quality and efficiency.</p> <p>If we all embrace an “I CARE” philosophy, we will be successful as individuals, as an organisation and as a community.</p>
WH&S	<ul style="list-style-type: none"> Present fit for work and able to undertake duties in line with the physical inherent requirements of the role Work in a safe manner and ensure that any people who report to you, and/or you work with, work safely Adhere with the current Work Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 Identify, assess, prioritise and control risks to health & safety of employees, patients, residents, contractors and visitors Report any hazardous conditions, near misses and injuries immediately to your supervisor in line with incident reporting procedures
Quality and Risk Management	<p>Understands and complies with all quality and risk related policies, procedures and systems in line with organisation expectations and role responsibilities.</p> <p>These policy and procedures include:</p> <ul style="list-style-type: none"> Organisational Clinical Infection Control WH&S Emergency Response Aged Care Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, ICU Environmental Services Administration Catering <ul style="list-style-type: none"> Participate in the organisation’s accreditation processes Be compliant with and have a sound understanding of ISO 9001:2016 Be compliant with and have an advanced understanding of relevant standards i.e. the National Standards for hospital, the current Aged Care Quality of Care Principles and Standards Participate in the organisation’s Quality Management and Control program Participate in the collection of Clinical and Process indicators Understand the Severity Assessment matrix and reporting system Implement and undertake case reviews, peer review and improvement proposals as required

	<ul style="list-style-type: none"> • Be aware of and comply with all Commonwealth and State statutory and regulatory requirements in relation to privacy • Adhere with the current Occupational Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 • Adheres to and is aware of the information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand responsibilities and obligations under this Act. Has declared that they are not a person prohibited by The Act from seeking, undertaking, or remaining in child related employment • Undertake periodic police checks in line with role responsibilities, organisation policy and police check rules
Professional Development and Performance Appraisal	<ul style="list-style-type: none"> • Demonstrate responsibility for own professional development by continually updating professional knowledge and skills. • Collaborate and build the team by exchange of knowledge and skills • Participate in own and lead team performance appraisals in line with organisation expectations • Complete mandatory and compliance education as required annually and bi-annually as set out in the Mandatory Education policy
KPIs/ Measures	<ul style="list-style-type: none"> • KPIs and measures, in addition to those listed below, are developed, agreed and measured in line with the strategic and operational requirements of the role as well as any projects allocated to the role. These measures are reviewed periodically.
Major Responsibilities Duties Statement	<p>It is an expectation that the Orderly will be proactive in attending to the following duties whilst on shift. The following are typical duties expected of the role. These duties may change and flexibility is required to meet operational requirements. Orderlies are to carry a DECT phone and be contactable at all times whilst on duty. Phones are to be left with the Floor Coordinator whilst on breaks.</p> <p>Transport of Patients – Responsibilities:</p> <ul style="list-style-type: none"> • Collect beds from wards as required using the bed mover • Transfer patients from Day Surgery Unit to Holding Bay • Assist with patient lifting and transfers as required • Transport patients to the operating room as directed by the nursing and medical staff • Place trolley/bed outside the operating room, tidy and straighten bed linen, attach IV pole and have it in readiness for the end of the procedure • Transfer patients to the ward from PACU with nursing staff and O2 cylinder as per policy • Check level of transport oxygen cylinders each morning and change as required <p>General operational responsibilities:</p> <ul style="list-style-type: none"> • Assist to clean and change linen on patient trolleys in Day Surgery Unit between cases • Empty linen skips as required • Tidy and restock male change room in AM & PM, empty linen skips and bins as required • Tidy staff tea-room, empty and stack dishwasher on a regular basis, AM & PM remove rubbish as required • Post operating list in Holding Bay • Set up Holding Bay as per anaesthetists' requirements • Collect/clean equipment e.g. slide sheets, patient cards, BP cuffs for Holding Bay and PACU, fill bare huggers • Collect Theatre equipment from the wards and deliver to PACU • Check and restock blanket warmer/fluids • Collect newspapers, doctors breakfasts as required • Transport patient luggage – check and deliver luggage hourly or as required • Assist with patient lifting as required • Replenish stock outside Theatres e.g. masks, gloves, hand-wash • Replenish Microshield hand rub where it is located around department • Take full linen trolley to loading dock when full • Assist with putting stores away in Theatre and CSSD • Assist with emptying rubbish bins when full • Other duties as directed by Theatre Nurse Unit Manager and Day Surgery ANUM

Client Care	<p>Responsibilities</p> <ul style="list-style-type: none"> To ensure courteous and prompt service to clients, visitors and other staff. To ensure a high standard of care is maintained. To ensure the maintenance of privacy and confidentiality with regard to patients and their medical records. To have a good knowledge of all emergency procedures and to ensure patient safety. Communicate and liaise with all members of the health care team in the delivery of patient care.
Administrative	<p>Responsibilities</p> <ul style="list-style-type: none"> To actively participate at relevant meetings. To make recommendations regarding changes to practice, procedures and equipment as appropriate. Assist in the regular review of the designated area's objectives.
Education	<p>Responsibilities</p> <ul style="list-style-type: none"> To participate in the orientation of new staff. To participate in relevant in-service sessions available in the hospital. Undertake mandatory Bed Mover education and periodic refresher training as required. To demonstrate a working knowledge of emergency procedures and equipment within the hospital. Maintaining current professional knowledge and skills. Practice within own abilities and qualifications.
Public Relations	<p>Responsibilities</p> <ul style="list-style-type: none"> To maintain good communication with doctors and all other staff, to promote good working relationships. To encourage clients' suggestions for improvement. Inform the Perioperative Services Manager of any dissatisfaction with nursing or hospital services by doctors/clients or other staff. To encourage use of hospital facilities by doctors and the community. To participate in activities which enhance the professional standing of the hospital in the community.
Security Check	Relevant security checks, including: background checks, Registration checks, Working with Children Checks, National Police Check, Working Rights (Visa Check) and other checks that are deemed necessary for specific role as requested by The Bays Healthcare Group Inc.
Immunisations	To receive mandatory vaccinations or meet the criteria for exemption.
Qualifications / Experience - Mandatory	<ul style="list-style-type: none"> Experience in a role providing high standards of patient care
Qualifications / Experience-Desirable	<ul style="list-style-type: none"> Certificate III in Patient Service Assistance/Health Services Assistance Private hospital experience
Personal Competencies Required	<ul style="list-style-type: none"> Excellent communication and motivational skills A high degree of initiative and the ability to problem solve
Job Competencies Required	<ul style="list-style-type: none"> Ability to work autonomously and within a collaborative team environment Ability to carry out work in an efficient and effective manner.
Inherent Requirements	<ul style="list-style-type: none"> Able to fulfil the inherent requirements of the role as per the Job Demands Checklist Able to use equipment and tools safely and without physical or other restriction Undertake assessment of ability to physically and mentally meet the requirements of the role Manual Handling, equipment use instructions and inherent physical requirements of the role may change. It is the employee's responsibility to complete mandatory education and other education activities in relation to the role's requirements



Note: *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

Approved: _____
Signed, Manager Title

/ /
Reviewed Date

I have read and understood the contents of this position description and the expectations of my role.

Approved: _____
Signed, Employee

/ /
Date

Print Name, Employee