

Position Description

Healthcare Assistant - Theatre

REPORTING	
Reports To	Theatre Coordinator
Direct Reports	None

PURPOSE
<p>The Theatre Healthcare Assistant will support the effective day to day operation in the operating theatre supporting the theatre nurses and Clinical Resource Nurses.</p> <p>The Healthcare Assistant will be required to work under the direction and delegation of a Registered Nurse at all times whilst in a Clinical role.</p>

SKILLS	
Essential Skills	Highly Desirable Skills
<ul style="list-style-type: none"> Previous experience in a Healthcare Setting Able to work flexible hours Have basic computer skills Excellent communication and interpersonal skills 	<ul style="list-style-type: none"> Experience/history in Perioperative environment A passion for caring and have a positive, can-do attitude

KEY RELATIONSHIPS	
Internal	<ul style="list-style-type: none"> Clinical Teams, Support Services Team, Purchasing & Stock Management Officer
External	<ul style="list-style-type: none"> Patients, Visitors

KEY ACCOUNTABILITIES

<p>Clinical & Patient/ Customer Service</p>	<ul style="list-style-type: none"> • Assist with preparing setup for theatre lists • Assist with cleaning duties as directed in the theatre department • Assist with cleaning theatres between cases • Assist preparing theatre with patients proposed surgery • Assist Clinical Resource Nurses as directed • Assist nurses as directed • Demonstrates effective interpersonal and therapeutic communication with patients, other nursing staff, including inter-professional communication and documentation.
<p>Administrative & Support</p>	<ul style="list-style-type: none"> • Assist with the management of inwards goods • Assist with sterile stock management • Assist with housekeeping duties • Assist any other tasks as directed by the theatre coordinator
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Maintain a safe and appropriate work environment, engage in safe workplace practices, and manage health and safety for reporting staff and others. Report accidents, risks and incidents as they arise.
<p>General</p>	<ul style="list-style-type: none"> • Upholds and promotes the Company Values, House rules, policies and procedures. • Recognises and respects cultural differences and the application of Treaty of Waitangi principles. • Ensure compliance with the Privacy Act and Privacy policy. • Be proactive in recommending quality improvement initiatives.
<p>Personal Development</p>	<ul style="list-style-type: none"> • Participates in the hospitals performance development process. • Keep up to date with developments in the field

DELEGATED AUTHORITIES

<ul style="list-style-type: none"> • None
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Employee

Signature:

Date: