

Position Description | Theatre Assistant

REPORTING

Reports To	Perioperative Services Manager
Direct Reports	None

PURPOSE

The Theatre Assistant will support the effective day-to-day operation of the Operating rooms by undertaking activities that assist in supporting patient's family/Whanau and the Perioperative team in provision of patient care.

The Theatre Assistant works under the direction and delegation of a Registered Nurse at all times whilst in a clinical role to maintain a safe, pleasant and functional environment that supports quality care.

SKILLS

Essential Skills	Highly Desirable Skills
<ul style="list-style-type: none"> • Previous experience in a healthcare setting • Able to work flexible flexible hours • Have basic computer skills • Excellent communication and interpersonal skills • Adaptable to changing environments • Shows commitment to ongoing development • A passion or caring and have a positive, can-do attitude 	<ul style="list-style-type: none"> • Previous experience within the Perioperative environment

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Clinical Team • Purchasing Team • Support Services Team • Maintenance Coordinator
External	<ul style="list-style-type: none"> • Medical Specialists • Contractors • Patients and their family/Whanau

KEY ACCOUNTABILITIES

Team Work	<ul style="list-style-type: none"> Communicates relevant information to the Registered Nurses in a timely manner Understands the responsibilities of the role and works within them as details in appendix A
Personal Accountability and Responsibility	<ul style="list-style-type: none"> Effectively organises workload, prioritises tasks and demonstrates consistent time management Consistently follows hospital policies and procedures Knowledge and skills are at expected standard for clinical area Maintains Infection Prevention principles and standard precautions Ensures all interactions with patients and staff are responsive to requirements and professional manner Works under the direction and delegations of a Registered Nurse Participates in in-service and education session to increase knowledge within the clinical setting Successfully completes designated clinical competencies
Health and Safety	<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.
Personal Development	<ul style="list-style-type: none"> Participates in the hospital's performance development process Keep up to date with developments in the field
General	<ul style="list-style-type: none"> Actively seeks learning opportunities to ensure knowledge and skills are continually evolving in line with current best practice. Upholds and promotes the Company values, house rules, policies and procedures. Recognises and respects cultural differences and the application of Te Tiriti o Waitangi principles with the intent of enabling access and improving health outcomes for Māori and Pacific Island patients, and increasing cultural diversity within our workforce. Ensure compliance with the Privacy Act and Privacy policy. Be proactive in recommending quality improvement initiatives.
Other	<ul style="list-style-type: none"> Performs such other duties as reasonably required by the manager in accordance with the conditions of the position

DELEGATED AUTHORITIES

- None

Theatre Orderly Tasks – Appendix A

Assisting clinical staff in Operating room as directed:

- Assisting with room set up and preparation for scheduled cases
- Set up towers / PCs and any other equipment
- Assisting nursing staff to prepare sterile set ups
- Using preference cards to ensure necessary equipment is available in the room
- Prepare and collect sterile set ups – liaise with CSSD / CRN / Key Nurse as appropriate
- Ensure adequate supplies are maintained in the operating rooms as per stock levels indicated
- Assist with positioning
- Patient positioning

Hygiene and cleaning responsibilities:

- Cleaning and preparation of Operating room between cases
- Remove rubbish / instrument trolleys from operating rooms and transport to CSSD, remove rubbish at the end of each case
- Maintain general tidiness of department corridors / Theatres ./ stores
- Follow required practice in relation to sterile field / handling sterile items
- Follow standard precautions policy
- Follow waste management protocol
- Bed making

Follow Health & Safety Guidelines:

- Can locate emergency equipment as requested
- Follow safety protocols when dealing with hazardous substances / moving & handling situations
- Escalate maintenance issues as required
- Identification of hazards

Other duties as detailed or directed may include:

- Stock collection / delivery and storage
- Re-stocking, cleaning of specified areas / equipment
- Following worksheets / schedules (i.e. cleaning schedules)
- Orientating and assisting with the education of other Theatre Assistants as requested
- Transportation of patients / beds throughout the hospital
- Assist with removal of rubbish / linen from areas within department
- Ensure adequate supply of oxygen / carbon dioxide cylinders in department
- Any other duties as requested