

## *Position Description*

<b>Position Title</b>	<b>Orderly</b>
<b>Business area:</b>	<b>PACU and Operating Theatre</b>
<b>FTE:</b>	<b>As per Conditions of Employment</b>
<b>Reports to:</b>	<b>Charge Nurse PACU</b>



*Our Purpose*

### ***Our Mission :***

Excellence in health care within a culture of caring

### ***Our Vision :***

To be an innovative centre of excellence, where people choose to receive health care and people love to work.

### ***Our Values:***

Four core values:

- Do the Right Thing
- Aim for Excellence
- Caring for All
- Work Better Together

### **Position Objective**

- To work as part of the PACU and theatre teams supporting the patient flow in and out of theatre and PACU.
- To maintain safe and tidy PACU and theatre environments.
- To ensure supplies of products, consumables or equipment needed for PACU and theatres are ordered.

### **Functional Relationships**

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"> <li>• Operating Theatre Manager</li> <li>• Clinical Flow Services Manager</li> <li>• Charge Nurse(s) PACU / ADU</li> <li>• Clinical Nurse Specialists and Team Leaders</li> <li>• Operating Theatre Coordinator</li> <li>• Anaesthetic Technician Coordinator</li> <li>• Hospital Manager</li> <li>• Ward Services Manager</li> <li>• Infection Prevention and Control Coordinator</li> <li>• Sterile Services Department team</li> <li>• Other Theatre and Surgical Wards colleagues</li> <li>• All other St George's colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Medical staff</li> <li>• Allied Health Professionals</li> <li>• Patients, whānau and support persons</li> </ul>

## Key Areas of Accountability

Area of Accountability	Expected Results
<b>Assists with patient flow</b>	<ul style="list-style-type: none"> <li>• Timely support with the transfer of patients between clinical areas</li> <li>• Assisting with post-operative bed supply including bed turnover</li> </ul>
<b>Maintains adequate stock levels of consumable items and linen</b>	<ul style="list-style-type: none"> <li>• Receives replacement items into department and follows processes for recording arrival and places product in correct place.</li> <li>• Assists, as required, with regular stock takes of consigned products.</li> <li>• Orders stock according to imprest levels if available otherwise according to established patterns of use.</li> <li>• Unloads stock promptly and places in correct place.</li> <li>• Monitors and rotates stock to ensure no expiration of products.</li> <li>• Alerts Charge Nurse to short-dated stock and any back orders.</li> </ul>
<b>Ensures discharge lounge facilities are kept clean, tidy and stocked.</b>	<ul style="list-style-type: none"> <li>• Keeps the discharge lounge tearoom clean and tidy.</li> <li>• Ensures cutlery is processed in accordance with infection prevention control principles.</li> <li>• Maintains supplies of food and beverages at suitable levels according to level of activity in department.</li> <li>• Manages patient refreshment supplies in accordance with safe food handling requirements.</li> </ul>
<b>Assists in maintenance of clean and orderly department</b>	<ul style="list-style-type: none"> <li>• Assists, as delegated, in maintaining tidy waiting areas and utility rooms.</li> <li>• Ensures corridors are kept free of obstructions.</li> <li>• Regularly removes used linen and rubbish from the department.</li> <li>• Completes delegated cleaning tasks in accordance with frequency indicated.</li> </ul>
<b>Provides patient and whānau support</b>	<ul style="list-style-type: none"> <li>• Interacts with patients and whānau in a helpful and courteous manner that encompasses cultural safety.</li> <li>• Provides refreshments to post-op patients and whanau as directed by Registered Nurse.</li> <li>• Escorts, as requested, whanau to and from PACU or around department.</li> <li>• Waits, if requested to, with patients pre-operatively.</li> </ul>
<b>Assists in continual quality improvement</b>	<ul style="list-style-type: none"> <li>• Supports audit activities within the department.</li> <li>• Contributes to continual quality improvement program by communicating any areas where improvement is needed.</li> </ul>
<b>Meets Infection Prevention and Control requirements</b>	<ul style="list-style-type: none"> <li>• Follows infection control practices including those relating to hand hygiene, cleaning, aseptic technique and correct handling of sterile items.</li> </ul>
<b>Maintains confidentiality in respect to patients and St George's Hospital's business.</b>	<ul style="list-style-type: none"> <li>• Maintains patient confidentiality.</li> <li>• Escalates appropriately any questions about St Georges financial, ordering or stocking practices.</li> </ul>
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of and commitment to our responsibilities of Te Tiriti o Waitangi.</li> </ul>
<b>Cultural awareness and understanding</b>	<ul style="list-style-type: none"> <li>• Respects diversity of cultural, this may include age, gender, sexuality, ethnicity, culture, disability, or beliefs.</li> </ul>

Area of Accountability	Expected Results
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Complies with and supports all health and safety policies, guidelines, and initiatives.</li> <li>Ensures all incidents, injuries and near misses are reported in our H&amp;S reporting tool.</li> </ul>
<b>Exhibits positive interpersonal skills and promotes effective team work</b>	<ul style="list-style-type: none"> <li>Demonstrates the ability to work independently but with the capacity to work collaboratively as part of a part of a multi-disciplinary team.</li> <li>Interprets and adheres to lines of authority and uses proper channels of communication.</li> <li>Accepts constructive criticism and adjusts behaviour to address concerns.</li> <li>Displays a good team spirit and adopts a positive approach to work.</li> <li>Respects the contribution of others within the team.</li> <li>Attends and participates in staff meetings as directed</li> <li>Promotes harmonious working relationships within the department and with Clinicians.</li> </ul>
<b>Other Duties</b> To undertake other duties as requested by the Charge Nurse or Theatre Manager from time to time	<ul style="list-style-type: none"> <li>Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li> </ul>

#### Qualifications, Experience and Personal Qualities

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NCEA level 2 English or equivalent</li> </ul>	
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	Previous hospital, rest home, cleaning experience or stock management
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Have good communication skills both written and oral.</li> <li>Ability to work as part of a team</li> <li>Ability to prioritise</li> <li>Physically capable to push beds and stock items repeatedly</li> </ul>	