



WANT A CAREER WITH REAL BALANCE?



Theatre Orderly

Title: Theatre Orderly	Reporting To: Nurse Unit Manager
Business Unit: Day Surgery Unit	Classification Level: Cleaner/ Patient Transport Assistant Grade 1 or 2
Enterprise Agreement: Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025	Reviewed: November 2024

Position Purpose:

As part of the Surgery team, this role is responsible to provide general support/assistance within the Day Surgery Unit (DSU) following DHSV policy and procedures.



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Role Accountabilities:

Role Specific

- Transfer and position patients to/from/in beds, wheelchairs, recliner chairs trolleys, etc. as required in accordance with safe working practices.
- Relocate equipment and furniture as required.
- Setting up theatres and cleaning theatres in between cases.
- Ensure blanket warmer is stocked with blankets and restock when necessary.
- Ensure that the appropriate bed/trolley is positioned outside each theatre so that prompt transfer will occur. Place pat slide on top of mattress ready for use. Transfer patient's shoes and dressing gown to the bottom of patient bed/trolley.
- Courier items between departments/services as required – e.g. scripts, medications, specimens, forms, etc.
- Assist in the delivery of basic patient care under the supervision and direction of a registered health professional ensuring that associated duties are within scope of practice and expertise as required.
- Keep main thoroughfares and exits free of clutter and equipment.
- General housekeeping including cleaning duties primarily within the theatre complex that include, but are not limited to, cleaning, making beds, organising linen, restocking of equipment and disposables.
- Maintaining the order of storerooms and waste management; also restocking and cleaning of staff tearoom.
- Delivery of goods and documents throughout the Hospital as needed.
- Ensure linen trolley is stocked and positioned in the appropriate place.



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- At the end of the day take linen trolley to outside change room for restocking by linen company.
- Keep uniform trolley tidy and color coded.
- Ensure adequate linen bags are available and stored in the appropriate place and empty soiled linen trolley when required.
- Other duties as directed within scope of role.
- Participate in myDevelopment ensuring goals are signed off and reviewed.

Generic:

- Demonstrate and promote a proactive commitment to health & safety, wellbeing and the environment by actively participating in the ongoing identification of risks.
- Maintain patient privacy and confidentiality in accordance with organisational procedures and policies.
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Model behaviours that demonstrate the Victorian Public Health Sector and DHSV values in all aspects of work.
- Maintain a commitment to child safety, equity and inclusion, and cultural safety.
- Adhere to the DHSV Child Safety and Wellbeing Framework and Code of Conduct and all other child safe policies and procedures.



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Role requirements:

Knowledge

Mandatory

- Extensive knowledge of patient flow and coordination in theatre setting.
- Strong knowledge of operating theatre suite and day surgery facilities.
- Basic computer Skills.
- Demonstrated customer service experience.
- Demonstrated good communication skills and ability to work as part of a team.
- Understanding of the principles of hygiene based on the knowledge of cross infection and standard precautions.
- Complies with Occupational Safety and Health requirements, including hazard identification and reporting, use of personal protective equipment and performing safe work practices.
- Knowledge of handling difficult patients.

Experience

Mandatory

- Excellent verbal and written communication skills and the ability to liaise effectively with all stakeholders' levels.
- Experience in working in a team and supporting peers.
- Experience in working well under pressure & coordinating multiple tasks in high customer/patient volume environment.
- Work unsupervised, multi-task and relate tactfully to patients, their family and/or friends, as well as to the oral health/clinicians.
- Working closely with Anaesthetist, Nursing team and theatre technicians.

Desirable

- Experience in a public health sector environment.



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- Demonstrated knowledge in patient maneuvering and manual handling principles and techniques.

Desirable

- Knowledge of DHSV and public oral health.
- Understanding of dental/oral health procedures and treatments.

- Experience in using a patient management system e.g. Titanium.

Behavioural competencies

- Adaptability.
- Building Trust.
- Care management.
- Collaboration.
- Contributing to Team Success.
- Customer Focus.
- Decision Making.
- Quality Orientation/Initiating action.
- Managing Work.