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|  | C:\Users\tabitha.sinclair\AppData\Local\Microsoft\Windows\INetCache\Content.Word\download.jpgPosition Description[Calvary Bruce Private Hospital]**Hospitality | Healing | Stewardship | Respect** |

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| **Position Title:** | Ward Support Officer |
| **Site/Facility:** | Calvary Bruce Private Hospital |
| **Department:** | Perioperative Services |
| **Enterprise Agreement** | Calvary Bruce Private Hospital Health Professionals and Support Services 2017 |
| **Classification:** | Ward person |
| **Reports To:** | Perioperative Services Manager  |
| **Date of Preparation:** | 28/03/2023 | **Date Updated:** | 30/08/2024 |
| **Primary Purpose** |
| Theatre Ward Support Officers form an integral part of our diverse Perioperative Services team. They provide support and assistance to their clinical team members with patient care, manual handling and transportation of patients. Ensuring an effective patient journey throughout the healthcare setting with a focus on the movement of patients between the wards and departments.Our Hospital has eight state-of-the-art digitally integrated theatres that accommodate everything from day procures to complex surgery with surgical specialties such as Pain, General Surgery, Bariatrics, Gynaecology, Minor & Major Orthopaedics, Urology, Occulo-Plastics, Ophthalmology, Endoscopy, and Dental. |
| Organisational Environment |
| At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve. We put the person at the centre of care in all that we do. Calvary continues our mission focus in providing high quality care to the sick and vulnerable and in particular to those people approaching and reaching the end of life, their families and carers in all our services.Calvary Bruce Private Hospital is one of Canberra’s leading private healthcare providers featuring eight state-of-the-art digitally integrated theatres, including a hybrid Cath lab as well as the only dedicated private mental health facility. Our values of Hospitality, Healing, Stewardship and Respect underpin all that we do. As an equal opportunity employer, we encourage applicants from culturally diverse backgrounds, people with disabilities and various life experiences and faiths. Here at Calvary Bruce Private we work together to provide opportunities that empower and enrich our staff.  |
| Accountabilities and Key Result Areas |
| ***People and Culture:**** Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements
* Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect
* Promote a culture of recognition and celebration of achievements and events that are consistent with Calvary philosophy, mission and values
* Contribute to developing and sustaining a work culture that encourages and supports open risk identification and management
* Demonstrated experience and understanding of the need for continuation of both personal and professional development
* Contribute to a strong team approach through open communication by participating in team meetings and committees that enhance the function of the Unit, consumer care and teamwork

***Excellence in Care:*** * Commitment to quality patient care, focusing on customer service and safety
* Undertake safe manual or mechanical lifting and mobilization of patients
* Assist nursing staff with positioning and/or transferring patients
* Demonstrate adherence to Infection control practices in relation to environmental cleaning tasks and all patient and staff contact
* Ability to take direction as directed by multidisciplinary team in the perioperative environment within scope of practice to facilitate perioperative operational requirements.

***Service Development &Innovation:**** Demonstrated understanding of risk management processes and systems, and their relationship to organisational outcomes
* Participation in risk management activities and implementation of quality improvement plans
* Participate in self-evaluation and goal-setting to enhance personal and professional development
* Availability and willingness to work a rotating roster

***Wise Stewardship:*** * Cultivate a safe workplace for staff by fostering a culture, which promotes wellbeing, safety and individual and team accountability and through effective hazard identification and risk management
* Build and maintain effective working relationships and act with diplomacy and discretion when dealing with sensitive and confidential issues
* Through the use of organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner
* Complete mandatory training modules
* Commitment to maintain self-care practices

***WH&S Responsibilities:**** Take reasonable care of your own health and safety and the health and safety of others in the workplace;
* Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
* Report to your supervisor any incident or unsafe conditions which come to your attention;
* Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)

***Community Engagement:**** Identifies and understands the needs and expectations of our customers
* Prompt and courteous response to internal and external customer requirements
* Maintains a current knowledge of options of care and service provision provided within Calvary Bruce Private Hospital
* Maintains confidentiality and privacy in relation to organizational requirements and patient information
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| **Key Relationships** |
| Internal: | * Perioperative Services Staff
* Perioperative Team Leaders
* Perioperative Services Manager
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| External: | * Patients
* Visitors
* Surgeons
* Assistants
* VMO’s
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| **Position Impact** |
| Direct Reports: |  |
| Selection Criteria |
| ***Mandatory:**** Proof of valid Working with Vulnerable People (WWVP) Registration
* Effective communication & interpersonal skills
* COVID-19 vaccination is a mandatory requirement unless assessed exempt

***Highly Desirable:**** Demonstrated ability to be flexible, by being receptive to new ideas, and responsive to changing work demands and circumstances
* Experience as a WSO in the perioperative Environment
* Ability to cooperate and share information with others, and support, accommodate and work effectively with their different working styles
* Demonstrated ability in undertaking patient transfers and other manual handling tasks in accordance with hospital policy and safe work practices
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