

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Medical Orderly
Position Number:	Generic
Classification:	Health Services Officer Level 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West – Launceston General Hospital Attendants
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North
Reports to:	Coordinator - Medical Orderly and Fleet Services
Effective Date:	February 2019
Check Type:	Annulled
Check Frequency:	Pre-employment

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Medical Orderly provides:

- Medical Orderly services throughout the Launceston General Hospital (LGH) including Radiology.
- Assistance to Medical and Nursing in the lifting, positioning and general care of patients.
- An immediate response to Code Blacks as members of the Aggression Management Team.

Duties:

1. Provide assistance to Medical, Nursing and Para Medical staff in positioning of patients by manual or mechanical means, including assisting in patient transfers, positioning and turning patients in bed.
2. Provide transportation by means of wheelchairs, trolleys and beds to all departments within the hospital including the Operating Theatre, Radiology, Angiography and Day Procedure Unit when and as required.
3. Assist nursing staff with patients to and from baths, showers and toilets.
4. Assist with the control of difficult, aggressive and stressful incidents and situations.
5. Provide a carry out service within the hospital and receive Dead on Arrival (DOA's) in accordance with LGH Mortuary policy.
6. Maintain medical gas supplies.
7. Participate in Quality Assurance and training activities.
8. Provide assistance to Security staff in maintaining a clear zone immediately surrounding the Helipad.
9. Assist in training of new staff.
10. As directed, assist with the evacuation of patients in the case of fire, gas leak or bomb threat.
11. Undertake the duties as rostered or at short notice as a Supervisor, Medical Orderlies.
12. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Responsible to the Coordinator - Medical Orderly and Fleet Services for the provision of effective and efficient medical orderly services to all areas of the Hospital.
- Work collaboratively with staff from all areas of the Hospital and establish successful working partnerships.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Knowledge of skills required in lifting and positioning of patients following Work Health and Safety principles at all times.
2. Ability to communicate effectively with patients, staff and visitors and provide a caring approach towards patients of the Hospital including their relatives and friends, whilst maintaining confidentiality at all times.
3. Ability to work under general supervision and as part of a team including complying with current Workplace Diversity principles.
4. Knowledge of practices, equipment and procedures relating to Medical Orderly involvement in patient care.
5. Knowledge of all emergency procedures (Fire, Bomb Threats, Evacuation and Aggression).

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).