

<b>Position</b>	Theatre Orderly
<b>Classification</b>	WHA5
<b>Division</b>	Corporate Services
<b>Department / Section / Unit / Ward</b>	Hotel Services
<b>Role reports to</b>	Operationally: > Manager, Hotel Services Professionally: > Manager, Corporate Services
<b>CHRIS 21 Position Number</b> M54428	<b>Role Created / SALHN 2024-25-0291</b> 21/11/2024
<b>Criminal History Clearance Requirements</b> <input type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable <input type="checkbox"/> General Probity (NPC)	<b>Immunisation Risk Category</b>  Category A (direct contact with blood or body substances)

## JOB SPECIFICATION

### Primary Objective(s) of role:

- > The Theatre Orderly is required to support the efficient operation of the operating theatre by maintaining a clean, safe and well-prepared theatre. The role is self-directed and responsible for the set-up of theatres, handling and preparation of equipment, restocking of supplies and patient transport and positioning. The Theatre Orderly must have the ability to work effectively within a multi-disciplinary team environment. The role must adhere to infection control and safety standards to ensure the delivery of high-quality patient care.

### Direct Reports: (List positions reporting directly to this position)

- > Nil

### Key Relationships / Interactions:

#### Internal:

- > Operationally reports to Manager, Hotel Services
- > Professionally reports to Manager, Corporate Services – Hotel Services
- > Works collaboratively with staff and all members of the health care team
- > Take direction and advise from team leader
- > Directly reports to Team Leader
- > Close working relationships with other Patient Services Assistants and Nursing Staff
- > Close working relationships within a multi-disciplinary team

#### External:

- > Patients/carers/parents who are the research subjects
- > Relevant government and non-government organisations as required to meet the needs of the client group

### Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial - N/A

Human Resources - N/A

Procurement - Level 6

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Physical fitness and repetitive manual tasks
- > Fatigue of compassion when caring for vulnerable clients
- > To work independently and under limited direction to meet deadlines and agreed outcomes whilst working with demanding and competing priorities.

### Resilience

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

### Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

### General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > *Public Interest Disclosure Act 2018*.
- > *Mental Health Act 2009 (SA)* and Regulations.
- > Disability Discrimination.
- > Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > *Mental Health Act 2009 (SA)* and Regulations.

### Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

### Special Conditions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for *Health Care Act 2008* employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Some out of hours work may be required.
- > Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- > Must be prepared to attend relevant meetings and staff development / education activities as required.
- > Required to work on a 7-day roster basis covering all duties associated with Hotel Services as prescribed in the activity schedules in the South Australian Government Health Etc. Ancillary
- > Employees Award. Duties can be carried out within any area of SALHN depending on skill mix and training.
- > To maintain availability and flexibility, (call in with limited notice)

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> <li>&gt; Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.</li> </ul>
Contribute and actively participate in the provision of quality patient theatre orderly services	<ul style="list-style-type: none"> <li>&gt; Responsible for the agreed daily work routines and methods identified in the relevant activity schedule within South Australian Government Health Etc. Ancillary Employees Award (Schedule 4.2): Client, Theatre and Allied Care</li> <li>&gt; Ensure standards of practice are maintained according to the Division's standards of practice.</li> <li>&gt; To provide a quality of service by ensuring standards of practice are maintained by communicating on matters pertaining to the smooth operation and efficiency of the theatre complex and organising own workload.</li> <li>&gt; Assist in the operating theatre procedure by ensuring: Primary positioning of patient, preparation of and adjustments to operating table and associated attachments, setting up of theatre equipment and providing supportive services, to the extent of training.</li> <li>&gt; To ensure that the theatre barouches/beds are cleaned and maintained according to cleaning standards.</li> <li>&gt; Contribute to keeping the Operating Theatre clean and tidy.</li> <li>&gt; Maintain, check and clean theatre equipment and report any malfunctions or faults.</li> <li>&gt; To set up and operate theatre equipment when required before and during surgical procedures, adhering to Hospital's policies and procedures.</li> <li>&gt; Ensure high quality and safe transportation services between units are provided to patients.</li> <li>&gt; Ensure beds are readily available for the transport of patients.</li> <li>&gt; Ensure high quality and safe lifting and positioning within the theatre complex are provided to patients.</li> <li>&gt; Comply with security requirements by accessing/securing areas, handling stock and switching on/off and/or operating equipment.</li> <li>&gt; A positive approach and commitment to customer service is role modelled</li> </ul>
Support and actively participate in the provision of a quality service to the team	<ul style="list-style-type: none"> <li>&gt; Ensure strong cohesive team by using appropriate communication, negotiation, and conflict resolution skills.</li> <li>&gt; Ensure the team environment is enriched by positive contribution, recognition of health, safety and welfare responsibilities, commitment to learning and development and acknowledgement of differences.</li> <li>&gt; Views and concerns are voiced in a constructive manner.</li> <li>&gt; Provide a quality service in the maintenance of stock supplies and assisting with receiving and sorting of supplies to relevant areas.</li> <li>&gt; Ability to work well within a multi-disciplinary team.</li> </ul>
Participate in the review and continuous improvement of safe and effective working practices of the theatre complex	<ul style="list-style-type: none"> <li>&gt; Participate and contribute to the existing safe working practice policies and procedures.</li> <li>&gt; Ensure a safe working environment and maintain effective work practices.</li> <li>&gt; Ensure personal safety and while providing a safe environment for others.</li> <li>&gt; To orientate others to the theatre orderly role as requested.</li> </ul>
Contribution to effective operation of unit	<ul style="list-style-type: none"> <li>&gt; Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers.</li> <li>&gt; Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector).</li> </ul>

	<ul style="list-style-type: none"><li>&gt; Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements.</li><li>&gt; Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions.</li><li>&gt; Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.</li></ul>
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## 1. ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications

- > Be required to apply skills, acquire from extensive training and/or experience in a specialised function or may be undertaking Theatre Orderly Duties and have completed AQF Certificate III relevant to the employee's position and at least 560 hours satisfactory in-service experience.

### Personal Abilities/Aptitudes/Skills

- > Ability to work with minimal supervision and as an effective team member
- > Ability to exercise judgment on day-to-day tasks
- > Commitment to a multi-skilled patient focussed service
- > Flexible approach to work routine
- > Sound interpersonal skills with the ability to relate to multi-disciplinary staff
- > Ability to maintain the values of SALHN
- > Ability to prioritise
- > Ability to provide good customer service
- > Ability to meet the physical requirements of the job which include medium strength manual handling.
- > Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
  - Quality management and the provision of person and family centred care.
  - Risk management.
- > Friendly, helpful and courteous manner towards patients and fellow staff members.
- > Ability to respect and maintain patient confidentiality.
- > Ability to communicate and comprehend orally and in written form in the English language.

### Experience

- > Previous experience with operating room environment
- > Customer service or dealing with empathy
- > Experience working in a Patient Services environment or a health care facility
- > Previous experience with direct client contact in a service provision environment
- > Proven experience in basic computing skills, including email and word processing
- > Previous experience in basic cleaning activities.
- > Previous experience in providing courier services
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

### Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > A working knowledge of cleaning procedures and general hospital equipment
- > An understanding of the concepts and benefits of multi-skilling
- > Knowledge of conflict resolution techniques/skills

**2. DESIRABLE CHARACTERISTICS** (to distinguish between applicants who meet all essential requirements)**Personal Abilities/Aptitudes/Skills**

- > None stated

**Experience**

- > Experience working in a Hotel services environment or a health care facility
- > Commercial cleaning certificate
- > Proven experience in basic computing skills, including email and word processing.

**Knowledge**

- > Awareness of the Charter of Health and Community Services rights.

**Educational/Vocational Qualifications**

- > AQF Certificate III relevant to employees position
- > Operating theatre technician course

### Organisational Overview

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

### SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

### Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network
	> Southern Adelaide Local Health Network
	> Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network
	> Yorke and Northern Local Health Network
	> Flinders and Upper North Local Health Network
	> Riverland Mallee Coorong Local Health Network
	> Eyre and Far North Local Health Network
	> South East Local Health Network

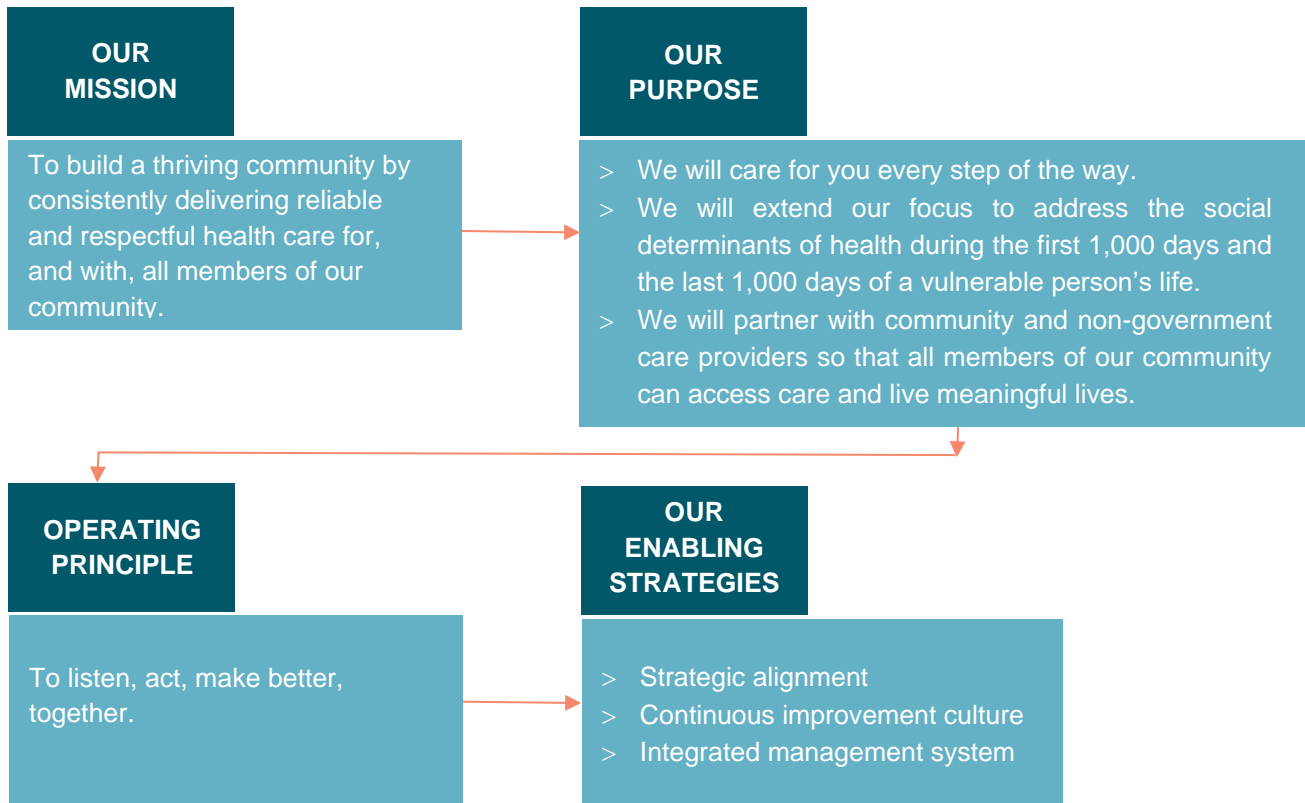
### Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



### Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

### Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

**Role Acceptance**

I have read and understand the responsibilities associated with the Theatre Orderly WHA5 within Corporate – Hotel Services and organisational context and the values of SA Health as described within this document.

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Name

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Signature

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Date