

Statement of Duties

Position Title: Specialised Medical Orderly	Position Number: Generic	Effective Date: December 2012
Group and Unit: Tasmanian Health Service (THS) – Hotel Services and Logistics		
Section: Medical Orderlies	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 4	Classification: Health Services Officer	
Reports To: Manager Medical Orderly and Security Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- Provide Medical Orderly services and provide assistance to Medical, Nursing, and Para-Medical staff in the lifting, positioning and general care of patients.
- Transport of patients within the hospital environment by means of wheelchair, trolleys and beds.
- As part of the Code Black Response Team the Specialised Medical Orderly will assist the clinical team in the management of an aggressive incident.
- As directed conduct internal hospital security functions.
- As directed, provide Orderly services in the Department of Emergency Medicine, Radiology and Operating Theatres.

Duties:

1. As a member of the Code Black Response Team respond to aggressive incidents and under the direction of the Code Black Response Team Leader, provide assistance in the management of an aggressive incident.
2. Provide assistance to Medical, Nursing and Para-Medical staff in the lifting and positioning of patients by manual or mechanical means. Lifting patients in and out of bed. Lifting, positioning and turning patients in bed.
3. Assist nursing staff making and changing beds for non-ambulatory, heavy or seriously ill patients; showering or bathing non-ambulatory, heavy or seriously ill patients; accompany patients on discharge to main foyer of hospital.
4. Provide transportation services for movement of patients between wards and departments; movement of non-ambulatory patients on discharge; and movement of deceased patients to mortuary.
5. Unlock/Lock Mortuary for Mortuary Ambulance Personnel. Arrange viewing of deceased in mortuary after hours as requested by Nurse Managers.

6. Responsible for the evacuation of patients in the case of fire, gas leak or bomb threat as directed by hospital safety coordinator.
7. Specialised Medical Orderly services as directed, including:
 - As a Tobacco Control Officer, direct patients and visitors to appropriate smoking areas, issue warnings and fines in accordance with the *Public Health Amendment (Smoke Free Areas) Act 2001* and the *Public Health Act 1997*
 - Internal lock up and unlock of hospital
 - Monitoring of CCTV Cameras
 - Conduct hospital ID checks
 - Ad-hoc internal hospital patrols – as directed
 - Escort Nursing Personnel to vehicles as and when required
 - Maintain static presence in hospital reception areas as required.
8. Ensure a high standard of maintenance and safety of patient aids, including patient transport trolleys and wheel chairs.
9. Operate as Orderly in the Department of Emergency Medicine, Radiology, and Operating Theatres, as and when required.
10. Monitor Car Park activity as and when required.
11. Assist in training of new staff.
12. Participate in, and contribute to, continuous quality improvement and training activities.
13. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
14. 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 jobs at this classification level.

Scope of Work Performed:

- Responsible to the Manager Medical Orderly and Security Services for the provision of effective and efficient Medical Orderly Services to all areas of the Hospital.
- Operates under the direction of the Manager Medical Orderly and Security Services, with day-to-day supervision by the Medical Orderly Supervisors.
- As a member of the Code Black Response Team operate under the direction of the Code Black Response Team Leader.
- To work collaboratively with staff from all areas of the hospital and establish a successful working partnership.
- Comply at all times with THS policy and protocol requirements, in particular those relating to hand hygiene, fire awareness and manual handling, and undertake annual education in relation to the requirements.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

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 manual handling techniques, including the skills required to safely lift and position spinal patients and the skills required for the caring of acute care patients ie. ICU, CCU, CT ICU.
2. Knowledge of practices, equipment and procedures relating to Medical Orderly involvement in patient care, together with a knowledge of medical orderly procedures for the Department of Emergency Medicine, Radiology, Operating Theatres and hospital mortuary procedures.
3. Knowledge of and the ability to apply the principles of Work Health and Safety and a comprehensive knowledge of all emergency procedures (fire, bomb threats and evacuation procedures).
4. Knowledge of Hospital Code Black Response Team procedures and a thorough understanding of aggression management response techniques.
5. Physical ability to provide the range of Orderly services.
6. Knowledge of the *Public Health Amendment (Smoke Free Areas) Act 2001*, the *Public Health Act 1997* and the role of a Tobacco Control Officer, or the ability to acquire this knowledge.
7. Well developed written and verbal communication skills, together with the ability to function as part of a multidisciplinary team and demonstrate a caring approach towards patients of the Hospital and their relatives and friends.
8. Ability to prioritise tasks and to act with tact and diplomacy when confronted with a difficult situation.
9. Demonstrated commitment to participate in ongoing professional development.

Working Environment:

- The Medical Orderly will work on selected wards/units in the Royal Hobart Hospital as directed by the Manager Medical Orderly and Security Services.
- As a member of the Code Black Response Team the Specialised Medical Orderly will be required to undertake an appropriate accredited training program and biannual updates.

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.