

Statement of Duties

Position Title: Theatre Attendant	Position Number: 514628, 521645	Effective Date: January 2013
Group and Business Unit: Tasmanian Health Service (THS) - Mersey Community Hospital		
Section: Theatre - Operating Room Suite & Day Procedure Unit	Location: North West	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 5	Classification: Health Services Officer	
Reports To: Nurse Unit Manager (NUM)		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- Within established guidelines and procedures, as a member of the perioperative team, provide an efficient, effective and safe support service to the Operating Room Suite and Day Procedure Unit, working collaboratively with staff from all areas of the hospital.
- The Theatre Attendant will promote the principles of quality health care and customer service and foster a positive environment for patient outcomes.

Duties:

1. Under supervision of the Registered Nurse, prepare the operating room/procedure room for each procedure, ensuring the relevant furniture, equipment and appliances are at hand and have been checked and maintained in accordance with established guidelines and manufacturers' specifications.
2. Responsible for providing basic technical assistance and support to nursing and medical staff with the correct and safe use of mechanical and biomedical equipment.
3. Under direct supervision of and in collaboration with medical and nursing staff assist with correct, safe and dignified positioning of patients and specialised positioning equipment and perform preoperative hair removal as directed.
4. As directed/prescribed by medical staff perform plaster preparation, application and removal.
5. Participate in and, where appropriate, contribute to in-service training of Perioperative staff, including the orientation and mentoring of new theatre attendants and documentation of procedures and requirements.
6. Comply with quality control programs and cleaning of relevant equipment.
7. Maintain confidentiality of patient information in whatever form it may take, in line with Agency policy.

8. Ensure internal departmental security and participate in emergency procedures as required. This may include areas outside the Theatre Department if necessary.
9. Practice in accordance with Infection Control protocols and comply with Australian Standards where appropriate
10. Maintain professional development by regularly attending and participating in education.
11. 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.
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 jobs at this classification level.

Refer to Appendix A for specific duties performed by the Theatre Attendant.

Scope of Work Performed:

- Responsible for the timely set up, trouble shooting, shut downs, checks and storage of all relevant equipment and for undertaking basic minor maintenance procedures to electronic and mechanical equipment.
- Responsible for maintaining a high standard of hygiene and cleanliness, ensuring techniques and procedures are in accordance with established hospital guidelines and protocols and comply with Australian Standards.
- Maintain appropriate conduct and confidentiality in relation to patient information, treating patients, family members, service providers and advocates with professionalism and respect.
- Exercise reasonable care in the performance of duties consistent with Work Health and Safety legislation.
- The Clinical Floor Manager will provide functional responsibility and supervision with overall direction provided by the NUM.
- The incumbent will be expected to exercise independent judgement relating to the performance and prioritising of tasks.
- Under supervision from medical and or nursing staff assist with patient care.
- Provide support and training for inexperienced Theatre Attendants, and other perioperative staff as requested by the NUM or Clinical Nurse Educator.
- Comply at all times with the 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.

Desirable Requirements:

- Current Driver's Licence.
- Holds or is working towards a Certificate III or IV "Theatre Technician Practice" qualifications through a nationally accredited training provider.

Selection Criteria:

1. Knowledge and experience in work undertaken by a Theatre Attendant or the ability to quickly acquire such knowledge, with a willingness to undertake formal and informal training appropriate to the work required.
2. A good understanding of the practical application of infection control relating to the relevant clinical environment.
3. Current knowledge and skills in relation to patient positioning for surgical procedures and knowledge of health and safety procedures relating to the positioning of surgical equipment or the ability to acquire the knowledge and skills.
4. Sound literacy and numerical skills, an aptitude for accurate data entry and problem solving, sound knowledge of anatomy and physiology and a working knowledge of medical terminology relevant to the position's role and scope of practice.
5. Demonstrated effective communication and interpersonal skills, with the ability to work effectively both autonomously and in a team environment and contribute to staff orientation and professional development.
6. An understanding of the importance of quality control programs, together with an aptitude for identifying system faults and problems with specialised electronic and mechanical surgical equipment, and an ability to perform minor maintenance as required.

Working Environment:

- Theatre Attendants at the Mersey Community Hospital, Latrobe work as members of the perioperative team.

Perioperative may be defined as the period before, during and after an anaesthetic, surgical or other procedure. Perioperative Environment may be defined as the service area where the provision of an anaesthetic, surgical or other procedure may be undertaken. (ACORN Standards 2008).

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.

APPENDIX A: Task List

For Operations:

Step 1

- Check whiteboard for day's sessions.
- Check patient procedure lists.
- Check for allocations with Floor Manager & Co-Attendant re: theatre duties.

Step 2

- Check theatre and set up for scheduled operations i.e. Operating Table attachments, stacks, vulcans, tourniquet machines, stirrups, programme stacks for various operations, set up x-ray equipment in theatre.

Step 3

- Collect patients as per the list from wards, day, surgical & medical – highlighting name.
- Bring patient to waiting bay. Place oxygen bottle on bed with appropriate mask.
- Inform Holding Bay nurse of patient arrival.
- Occasionally place calf compressors on patient if time permits (for G.A. cases).
- If orthopaedic patient – may have to remove plaster.

Step 4

- Transfer patient to theatre.
- Transfer patient to operating table.
- Remove bed from theatre, place pat slide on bed – ensure oxygen mask is hooked up to bottle.
- Return to theatre to assist surgical team with setting up of patient.

On Completion of all Operations

- Assist with the transfer of patients from operating table to their bed then transfer to Recovery
- Return to theatre to help clean up ready for the next operation:
 - Removal of rubbish
 - replace with clean bins/liners
 - clean trolleys
 - mop floors

The above procedure applies to most operations i.e. Orthopaedics, Gynaecology and ENT. Additional assistance with gynaecology in positioning legs in stirrups and removal of end of the table as required.

General Operations

- Shaving and pre-operative betadine scrubbing.
- Holding of various limbs whilst operating area is being sterilised.
- ❖ Prepare and apply plaster/shoulder immobilisers/collar and cuff devices under the supervision of the orthopaedic surgeon.
- ❖ Assist in holding/securing patients for spinal and epidural anaesthesia

General Tasks

- Restock cupboards.
- Restock fluid cabinet, check blankets.
- Clean blood pressure cuffs.
- Clean tourniquets.
- Restock masks on wash bay shelves.
- Clean scrub sinks.
- Clean rubber mats at scrub sinks.
- Make sure orthopaedic table and tourniquet machine are plugged into 240 volt power point overnight.
- Take specimens to pathology, notify someone in pathology you've dropped them off (important).
- Check oxygen bottles are full, collect same from medical gases bay.
- Empty mop bucket.
- Order staff meals from dining room if staff are operating after 1700hrs.
- Time permitting, fold small blueys & orange rubbish bags.

- Unpack boxes in back storeroom area.
- Tidy up back storage area.
- Check stock in back store room.
- Clean x-ray gowns.
- Assist in unpacking of stores.