

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Perioperative Support Services Officer
Position Number:	513507, 518479, 525002
Classification:	Health Services Officer Level 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South - Surgical and Perioperative Services
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South
Reports to:	Perioperative Support Staff Office Manager
Effective Date:	May 2020
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:

Perioperative Services broadly encompasses the following patient care areas: Day of Surgery Admissions (DOSAs), Holding Bay, Operating Theatres, Procedure Rooms, Post Anaesthetic Recovery Unit (PARU), Short Stay Surgery - overnight, Short Stay Surgery - day area and the Endoscopy/Day Procedure Unit. As a member of the Perioperative Services operational support team, the Perioperative Support Services Officer provides cleaning, transport, administrative and other support services to ensure effective and efficient operation of the allocated area within Perioperative Services, ultimately contributing to safe quality patient care.

Duties:

1. In accordance with Infection Control Guidelines clean surrounding environments and undertake general and infection control asset cleaning activities efficiently and effectively, including but not limited to the dismantling and cleaning of assets such as equipment, furniture, fridges and fixtures, and complete associated documentation related to the cleaning process/es as required.
2. Provide transportation services for patient transfers by means of trolleys, wheelchairs and beds to all departments within the hospital including discharge to patient collection area when and as required.
3. Assist nursing staff with the preparation of the patient care areas and utility support rooms, ensuring relevant equipment is present, clean and in working order.
4. Provide a delivery and collection service by collecting and delivering x-rays, prescriptions, pathology specimens and other items to assist nursing and medical staff.
5. Receive, store and restock clean linen supplies and collect and dispose of soiled linen and garbage as per hospital protocols and maintain waste management and infection control standards.
6. Maintain the supply imprest system including ordering, restocking and rotation of stock and cleaning of shelving in accordance with infection control standards. Monitor equipment and stock levels and initiate appropriate action as required.
7. Perform administrative duties associated with the efficient functioning of the area when required.
8. Assist in the delivery of basic patient care (activities of daily living) under direct supervision of a Registered Nurse.
9. 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:

The position reports to the Perioperative Support Staff Office Manager receiving general supervision and direction from the Registered Nurse in charge of a shift in the absence of the perioperative allocated ward/unit Nurse Unit Manager.

The Perioperative Support Services Officer provides efficient and effective support services within Perioperative Services and will:

- Exercise reasonable care in the performance of duties consistent with the relevant Work Health and Safety (WH&S) legislation.
- Treat patients with dignity and sensitivity whilst maintaining strict confidentiality.
- 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. Demonstrated ability to maintain the cleanliness of equipment and the environment according to infection control guidelines, standards and processes.
2. Demonstrated ability to effectively monitor equipment and stores levels and initiate appropriate action.
3. Demonstrated ability to prioritise work, together with sound communication and interpersonal skills.
4. Ability to work both individually and as a member of a team in an environment subject to work pressures and change.
5. Knowledge and understanding of safe handling of chemicals, safe manual handling techniques and work health and safety principles.

Working Environment:

Perioperative Services - Our mission and purpose is to deliver high quality healthcare through the most efficient and innovative use of available resources, using planning and evidence-based strategies. Our vision is to be renowned for perioperative healthcare, teaching and research. Perioperative Services is a values-based department. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Perioperative Services a great workplace. Our decisions and behaviours are guided by the following workplace values:

- **Patient first** - patient and family-centred care is about putting patients' and families' experiences, priorities and trust first.
- **Personal responsibility** - being responsible for our own actions and behaviours.
- **Pride in what we do** - we take pride in who we are and what we do, and we do what is right, always.
- **Passion for improvement** - as it inspires us to achieve great things.

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](#).