

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Specialised Medical Orderly
Position Number:	Generic
Classification:	Health Services Officer Level 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South – Royal Hobart Hospital Medical Orderly and Security Services
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South
Reports to:	Manager - Medical Orderly and Security Services
Effective Date:	October 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:

In accordance with Agency policies and procedures, and infection control and quality improvement guidelines, the Specialised Medical Orderly will:

- Provide Medical Orderly services and 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, assist in the management of an aggressive incident.
2. Assist Medical, Nursing and Para-Medical staff in the lifting and positioning of patients by manual or mechanical means including lifting patients in and out of bed and 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 and 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 and 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 coordinators.
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 wheelchairs.
9. Operate as an 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 within the specialty area as required.
12. Actively participate in, and contribute to, continuous quality improvement and training activities.
13. 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:

Direction is provided by the Manager - Medical Orderly and Security Services, with day-to-day supervision by the Medical Orderly Supervisors.

The Specialised Medical Orderly is expected to:

- Be 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.
- Operate under the direction of the Code Black Response Team Leader, as a member of the Code Black Response Team.
- Work efficiently and effectively within all areas of the hospital to establish a rapport with patients, health professionals and/or other members of the health care team and support staff.
- Be responsible for exercising care in the performance of duties, consistent with the relevant Work Health and Safety legislation and for providing labour in an efficient and safe manner.
- 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 manual handling techniques, following Work Health and Safety principles, including the skills required to safely lift and position spinal patients and caring for acute care patients ie. ICU, CCU, CT ICU.
2. Knowledge and experience in the 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, or the ability to quickly acquire this knowledge.
3. Knowledge and experience in emergency procedures (Fire, Bomb Threats, Evacuation and Aggression) and understanding of Hospital Code Black Response Team procedures, or the ability to quickly acquire this knowledge.
4. 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.
5. Well-developed written and verbal communication skills, together with the ability to prioritise tasks and function as part of a multidisciplinary team, demonstrating tact and diplomacy when interacting with staff, patients and their relatives and friends.
6. Demonstrated commitment to participating in ongoing mandatory education, training and professional development.

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](#).