

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Cleaner (Operating Room Suite)
Position Number:	Generic
Classification:	Health Services Officer Level 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West – Launceston General Hospital (LGH)
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North
Reports to:	Nurse Unit Manager – Operating Room Suite
Effective Date:	December 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Nil <i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i>
Desirable Requirements:	Nil
Position Features:	Nil

Note: 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:

Provide an efficient and effective cleaning support service to the Operating Room Suite within established guidelines, policies, and procedures.

Duties:

1. Perform specialised infection control cleaning tasks throughout the Operating Room Suite.
2. Perform general cleaning duties, including the cleaning of floors, washing of walls and other internal fabrics and equipment.
3. Ensure that the equipment is maintained and is used in the correct manner and report any equipment failures or faults to the Nurse Unit Manager or Nurse in Charge as required.
4. Assist in the collection and disposal of dry waste.
5. Participate in quality improvement activities and attend training programs and information sessions as required.
6. 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.
7. 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 Cleaner (Operating Room Suite) will:

- Be expected to perform their routine duties without direct supervision with support and advice being available from the Registered Nurse in Charge or from the House Services Supervisors as required. The Nurse Unit Manager – Operating Room Suite provides overall administrative direction.
- Maintain cleaning techniques and associated machinery, disinfectants, and detergents to comply with established hospital standards.
- Contribute towards a safe working environment, attend training sessions as directed and apply correct manual handling techniques.
- Report unsafe practices or acts that may endanger occupants of the Launceston General Hospital.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

- 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.

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. Previous cleaning experience in a large health or public facility, together with the ability to use and control various items of industrial cleaning equipment safely and efficiently.
2. 2. Competent working knowledge in the use of cleaning chemicals or the ability to acquire this knowledge.
3. 3. Knowledge and practical understanding of health and safety issues relevant to the position, with the ability to recognise hazards and take effective action.
4. 4. Ability to prioritise work schedules and to exercise judgment in how tasks are to be performed.
5. 5. Effective interpersonal and communication skills, together with the ability to work efficiently as part of a team.

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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](#).