

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Theatre Support Officer
<b>Position Number:</b>	Generic
<b>Classification:</b>	Health Services Officer Level 5
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North – Launceston General Hospital
<b>Position Type:</b>	Permanent/Fixed Term, Full Time/Part Time/Casual
<b>Location:</b>	North
<b>Reports to:</b>	Nurse Unit Manager - ORS
<b>Effective Date:</b>	September 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Desirable Requirements:</b>	Certificate III in Health Services Assistance (Operating Theatre Technician Specialisation) Certificate IV in Operating Theatre Technical Support

*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:

Within the established guidelines and procedures, provide an efficient and effective support service to the Operating Room Suite (ORS).

## Duties:

1. Prepare the operating room for each procedure, ensuring the relevant furniture, equipment and appliances are readily available and have been checked in accordance with established guidelines and manufacturer's instructions.
2. Provide technical support to nursing and medical staff in the use of mechanical, surgical and electronic visual equipment.
3. In collaboration with nursing and medical staff, assist with the correct, safe and dignified positioning of patients utilising special attachments, and perform preoperative hair removal as directed.
4. Participate and contribute to in-service training of staff, including the orientation and mentoring of new Theatre Support Officers (TSO).
5. In consultation with the Nurse Unit Manager (NUM) and Biomedical Engineering, participate in equipment evaluations and maintain records relating to repairs and safety audits.
6. Ensure quality control programs are adhered to and undertake regular programmed maintenance and cleaning of relevant equipment.
7. 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.
8. 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:

Functional responsibility and supervision will be provided by the Clinical Nurse Consultant - Flow Manager, and/or Clinical Coordinator. The occupant of this role is responsible for:

- Timely set up, trouble shooting, shut down, cleaning and storage of relevant equipment.
- Maintaining a current knowledge of hygiene and infection control in a perioperative environment.
- Maintaining appropriate conduct and confidentiality with patients.
- Performance of minor maintenance procedures on relevant medical equipment.
- Championing 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, exercising 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.
- Complying 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. Demonstrated knowledge and/or experience within the field of the Theatre Support Officer role, appropriate certification or working towards.
2. Sound understanding of the practical application of infection control relating to the perioperative environment.
3. Current knowledge of patient positioning for surgical procedures and knowledge of health and safety procedures relating to the positioning of ORS equipment.
4. Basic knowledge of anatomy and physiology and the ability to acquire a good working knowledge of relevant medical terminology.
5. Demonstrated effective communication and interpersonal skills, including the ability to work effectively within a team environment and contribute to staff orientation and development programs.
6. Aptitude for identifying routine faults and problems with relevant and related medical equipment including the ability to perform minor equipment maintenance as required.

## 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](#).