

POSITION DESCRIPTION

ISLHD - Operating Theatre Assistant Shoalhaven District Memorial Hospital

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Illawarra Shoalhaven Local Health District
Position Classification	Ops Assist - Others
State Award	Health Employees (State) Award
Category	Patient Support Services Hospital Assistants Operations Assistant
Website	www.islhd.health.nsw.gov.au/

PRIMARY PURPOSE

To provide patient support services prior to and following surgery to manage the patient journey throughout the surgical processes. Shoalhaven Operating Theatres has 10 busy Operating rooms incorporating General / Emergency, Colorectal, Ortho Elective/Trauma, Urology, Obstetric/Gynae, Plastics, Endoscopy, Vascular & Interventional Radiology.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

KEY ACCOUNTABILITIES

- To assist in the maintenance of a safe environment for the safe delivery of patient care.
- Assist with all positioning of the patients as required prior, during and following surgical procedures.
- Assist with the connection of equipment.
- Assist with transferring of patients on an off the operating table. Be alert to all safety precautions.
- Assist with skin preparations by holding extremities as required.
- Prepare the patients bed so that they can be transferred onto clean and freshly made post op bed at the end of the procedure.
- At completion of procedure assist with patient transfer to recovery or ward beds.
- Assist with transport of patient to the recovery ward.
- In between cases, mop operating room floors with detergent solution. Mop, bucket and detergent available from clean-up room.
- At the completion of each procedure remove and replace linen and garbage bags and ensure that the theatre is ready for the next procedure. That is checking the case following and ensuring that any specialty equipment that may be required is in the theatre ready for use. (Sandbags, lateral supports, laparoscopic stacks, air hoses and other equipment relevant to any specialty cases).

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- Assist the Registered Nurse in the provision of total care of the patient.
- To be on call for all areas in the theatre suite to assist with the lifting and positioning of the patients as required.

DAILY DUTIES

- Review operating theatre lists and make available correct operating tables for surgical specialities.
- Check stock of oxygen, masks and lines outside each theatre.
- Distribute available linen bags and contaminated waste bags to each theatre and clean up rooms.
- Check for theatre allocation. Prepare requirements for that surgical speciality.
- Make available equipment specifically required for surgical specialities especially; pneumatic tourniquets, Microscope, Table attachments i.e. clamp back supports and baby resuscitation trolley Caesareans
- Transport patients from holding bay to anaesthetic rooms or operating rooms as directed. Assist with positioning patients for induction or anaesthesia and surgery.
- Assist with limb tourniquets.
- Return and make up transport trolleys where necessary.
- Follow procedures at the direction of the Registered Nurse in-charge of the operating room.
- Remove and replace linen and garbage bags.
- Empty and/or replace sharps containers as necessary in each clean up room.
- Change waste bins and linen bags in clean up room as necessary.
- Check, clean and restock plaster trolley and lead aprons after use.
- Familiarise with Safe Operating Procedures within the department.
- Between cases mop operating room floors with neutral detergent available from the clean-up room. Change mop heads and bucket water when necessary e.g. after blood spills and dirty cases.
- Remove full linen bags from both change rooms as required.
- Restock blankets and liquid cupboards.
- Empty bins in tea room throughout the day as needed.

KEY CHALLENGES

- To be available to provide patient support services across the operating suites.
- Prioritise help in different areas.
- To respond to calls for assistance in a timely manner and effectively to reduce risks of injury to nursing and other staff.

KEY RELATIONSHIPS

Who	Why
Nurse Unit Manager	Provide and receive feedback, operational issues.
Registered Nurses	Liaise over patient care.
Multidisciplinary Team	Collaborate over patients care throughout Surgical Journey.

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SELECTION CRITERIA

1. Previous experience as an Operating Theatre Assistant or relevant wards persons work is desirable.
2. Demonstrated sound written and oral communication skills.
3. Ability to work as part of the team and able to follow the directions of the Registered Nurse in the theatre.
4. Ability to be motivated and work independently at times.
5. Knowledge of manual handling techniques involved in lifting and transferring patients and the use of specialist lifting devices.
6. Ability to work after hours and weekends 7 days a week rotating roster.
7. Demonstrated understanding of person-centered care and NSW Health Core Values.

OTHER REQUIREMENTS

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- As required transport patients to theatres from wards (ICU, Day Only, Day Holding Bay, Patient reception).
- As required pick up and or deliver any equipment to other departments.
- Clean remove mobile equipment not needed again, to storage areas.
- Clean and check theatre laparoscopic stacks routinely, weekly.
- Attend in-service training as required.
- Tidy equipment rooms as needed.
- Lead aprons cleaned on a weekly basis.
- Tourniquets and associated equipment checked and cleaned on a daily basis.
- Daily and weekly checks of beds in Day Surgery.
- Check stores as they arrive and put away in appropriate areas.
- Sterile stock linen to be put onto appropriate shelves.
- Maintain and rotate stock levels of fluids in warming cabinets.
- Restock blanket-warming cupboards as required.
- All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies relating to health or safety in the workplace, as well as notifying any hazards or incidents to the Manager.

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Job Demands for: ISLHD - Operating Theatre Assistant Shoalhaven District Memorial Hospital

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Frequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Infrequent</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Frequent</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Occasional</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Frequent</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Frequent</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Occasional</p>

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<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Frequent</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Frequent</p>
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<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Infrequent</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Occasional</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Occasional</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Occasional</p>
<p>Reaching - arms fully extended forward or raised above shoulder</p> <p>Occasional</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body</p> <p>Frequent</p>
<p>Head/Neck Postures - holding head in a position other than neutral (facing forward)</p> <p>Frequent</p>	<p>Hand and Arm Movements - repetitive movements of hands and arms</p> <p>Frequent</p>
<p>Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands</p> <p>Frequent</p>	<p>Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Infrequent</p>
<p>Driving - Operating any motor powered vehicle</p> <p>Infrequent</p>	

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Sensory Demands	
<p>Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Frequent</p>	<p>Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Occasional</p>
<p>Smell - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Infrequent</p>	<p>Taste - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Infrequent</p>
<p>Touch - use of touch is an integral part of work performance</p> <p>Occasional</p>	

Psychosocial Demands	
<p>Distressed People - e.g. emergency or grief situations</p> <p>Frequent</p>	<p>Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness</p> <p>Occasional</p>
<p>Unpredictable People - e.g. dementia, mental illness, head injuries</p> <p>Occasional</p>	<p>Restraining - involvement in physical containment of patients/clients</p> <p>Occasional</p>

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<p>Exposure to Distressing Situations - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Infrequent</p>	
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<p align="center">Environmental Demands</p>	
<p>Dust - exposure to atmospheric dust</p> <p>Not Applicable</p>	<p>Gases - working with explosive or flammable gases requiring precautionary measures</p> <p>Not Applicable</p>
<p>Fumes - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p>Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Not Applicable</p>
<p>Hazardous Substances - e.g. dry chemicals, glues</p> <p>Occasional</p>	<p>Noise - environmental/background noise necessitates people raise their voice to be heard</p> <p>Occasional</p>
<p>Inadequate Lighting - risk of trips, falls or eyestrain</p> <p>Not Applicable</p>	<p>Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Not Applicable</p>
<p>Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C</p> <p>Not Applicable</p>	<p>Confined Spaces - areas where only one egress (escape route) exists</p> <p>Not Applicable</p>

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<p>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</p> <p>Infrequent</p>	<p>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</p> <p>Infrequent</p>
<p>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</p> <p>Not Applicable</p>	<p>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</p> <p>Infrequent</p>

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