

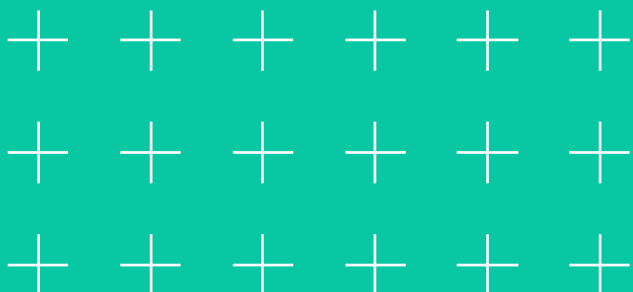


**The Royal
Melbourne
Hospital**

Advancing health for everyone, every day.

Could this be you?

**Join the Royal
Melbourne
Hospital team**



Position Description

Operating Theatre Assistant



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it the Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**



KEY ACCOUNTABILITIES

- Transportation services (patients, equipment, pathology, blood products, clinical records, stores, food)
- Provide assistance with patient hygiene, turns and other patient related services as requested by Nursing staff
- Assist in cleaning theatres in between cases and at the end of the list
- Unpacking consumables and supplies for stores throughout the theatre complex
- Cleaning of trolleys/beds patient bays, theatres, sluice and pan rooms
- Removal and disposal of rubbish, recyclables, linen, general and clinical waste
- Cleaning schedules to be completed on a daily basis
- Ensure effective and timely liaison, communication and support between all areas of the Perioperative suite
- Respond promptly to calls of service, and/or negotiate a mutually convenient time for completion of tasks based on the workload and urgency of requests
- Inform the Floor Co-Ordinator when going for breaks, meetings and at the end of shift
- Provide a high standard of patient care at all times
- Maintain a safe work environment by reporting incidents of unsafe work practices, sites/areas or equipment
- Identify, report, and where possible, remove environmental hazards
- Presents and acts as a role model within the Perioperative Services environment
- Actively participates in the Unit quality program, which ensures continuous monitoring and evaluation of quality care and client outcomes and in doing so develops and implements strategies for continuous improvement
- Participate in and contribute to a well-functioning multidisciplinary team
- Attend Perioperative Services and relevant meetings as required
- Foster a high standard of service delivery based upon a collaborative approach with other hospital staff
- [Observe and practice the principles and obligations of Equal Employment Opportunity, which includes: A Workplace which is free from harassment; ensuring that activities and practices will prevent and eliminate unlawful Discrimination; and contribute to the successful management of diversity in the workplace
- Promote and sustain good interpersonal relationships, and the effective and timely liaison, communication and support between all areas of the service
- Build and maintain relationships within the Perioperative team, Surgeons, Anaesthetist, Department and other Divisions within Melbourne Health
- Provide clear and concise communication with Perioperative Services staff in the process of performing duties.
- Understands how own role influences hospital issues, processes and outcomes
- Carryout internal / external training as required
- Demonstrate knowledge and skills utilising the “No Lift” policy, in accordance with the hospital “No Lift” Policy
- Actively contributes toward own professional development by attending and participating in ongoing training and development facilitated both internally and externally of the hospital.
- Keeps up to date with the latest techniques, work practices/skills, to ensure standards are maintained at the highest level
- Maintain knowledge of changes in local policies and procedures, and keep abreast of the specific roles and responsibilities of the position
- Maintain Patient confidentiality
- Carry hospital communication device (CAFM) and use task management software whilst on shift
- Participate in a rotating roster including on-call when required



KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio-specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Insuring patients arrive at the theatre in a timely manner.
- Maintaining patient flow in a dynamic environment

AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that the RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

/ /

Date
