

## POSITION PURPOSE AND PRIMARY OBJECTIVES

### Purpose

This role is responsible for providing support to the Theatre Suite team, and is responsible for providing optimum cleanliness, hygiene, and overall presentation standards, in the theatre suite area.

### Objectives:

- To ensure Theatre changeover cleaning is completed to the required standard to meet audit expectations.
- All patient transportation is undertaken in a safe, timely and professional manner.
- Supplies are maintained to ensure the efficient running of the theatre unit in consultation with the Theatre Co-ordinator.
- To ensure items for procedures are collected for the following day's lists.
- To ensure general tidiness of the area during the working day.
- To ensure end of day cleaning within the theatre areas meets all required standards.

### KEY PERFORMANCE INDICATORS (KPIs)

### PERFORMANCE INDICATORS

<p><b>Ensure patients and their belongings are transferred accordingly</b></p>	<ul style="list-style-type: none"> <li>▪ Assists with patient transport, transfers and positioning as part of the theatre suite team under direction of the nursing personnel and consultants. This will include: taking patients into theatre, assisting in patient transfers onto and off the operating theatre bed, assisting with patient positioning, holding limbs for preps</li> <li>▪ Assists with movement of heavy items to, from, and within the Theatre Suite and act as a runner, transporting items to other areas of the hospital or clinics as required.</li> </ul>
<p><b>Carry out relevant tasks during the day</b></p>	<ul style="list-style-type: none"> <li>▪ Participates in Theatre case set-up- for the following day's procedures in collaboration with the theatre nursing staff, as per instructions, requirements from surgeons' preference books, and specialty worksheets. This includes instrumentation, consumables, positioning equipment and other equipment such as microscopes, video towers</li> <li>▪ Makes post-operative patient beds including replacing linen, ensure oxygen cylinders present and sufficient oxygen available, mask and tubing are present and functioning</li> <li>▪ Maintains an acceptable standard of cleanliness &amp; tidiness throughout the theatre suite, including the kitchen area.</li> </ul>
<p><b>Perform general housekeeping – theatre duties</b></p>	<ul style="list-style-type: none"> <li>▪ Theatre change over cleans are completed to required standard</li> <li>▪ Undertake daily routine cleaning duties in the operating theatre suite - which may include wet mopping, dry mopping, vacuuming and polishing of floors, dusting, cleaning toilet facilities</li> <li>▪ Cyclic and regular cleaning schedules completed</li> <li>▪ Sign off all documentation</li> <li>▪ Removal of soiled Linen Collection and transferring of hospital waste from generation points to storage areas, understanding of waste categories and appropriate segregation procedures with a commitment to recycling.</li> </ul>

<p><b>Carry out relevant tasks to clean theatres for following day's procedure</b></p>	<ul style="list-style-type: none"> <li>▪ Clean overhead ceilings lights and booms and walls high to low</li> <li>▪ Clean stainless steel panels and glass</li> <li>▪ Clean computers shelving, vents and ferdi stands and stools including wheels</li> <li>▪ Clean all equipment, plugs, cord, wheels ,pedals, operating table including squabs, cord and remote, attachments and towers removable trolleys and warming cabinets</li> <li>▪ Ensure operating table is plugged in at end of clean</li> <li>▪ Removal of linen as required</li> <li>▪ Fully clean scrub bays sinks, taps and benches</li> <li>▪ X-ray light boxes</li> <li>▪ Remove visible marks from walls.</li> </ul>
<p><b>Complete appropriate documents</b></p>	<ul style="list-style-type: none"> <li>▪ Accurately completes documents to ensure demonstration of audit compliance, as required according to Mercy policy.</li> </ul>
<p><b>GENERAL</b></p>	
<p><b>Participate in quality improvement</b></p>	<ul style="list-style-type: none"> <li>▪ Recognise and act upon all opportunities for quality improvement</li> <li>▪ Participate in quality improvement processes, quality activities and be accountable for following work routines, policies, procedures and expected standards.</li> </ul>
<p><b>Constant performance improvement through personal and professional development</b></p>	<ul style="list-style-type: none"> <li>▪ Continues to pursue opportunities and enhance knowledge and skills appropriate to the area of work</li> <li>▪ Meets Mercy Hospital skill competency requirements, such as, but not limited to; fire, evacuation and health and safety training</li> <li>▪ Participate in annual performance reviews and personal professional development planning.</li> </ul>
<p><b>Communicate and engage within the organisation</b></p>	<ul style="list-style-type: none"> <li>▪ Actively participates in staff meetings</li> <li>▪ Actively contributes to Executive functions and responsibilities-organisational-wide</li> <li>▪ Contributes to a supportive work environment</li> <li>▪ Communicates with patients, families, colleagues and visitors in a professional manner.</li> </ul>
<p><b>Acknowledge and maintain work place health and safety procedures</b></p>	<ul style="list-style-type: none"> <li>▪ To take all practicable steps to ensure personal safety, and the safety of others, while at work, according to the department's and the Hospital's health and safety policies, procedures and systems</li> <li>▪ Adheres to current and relevant infection control practices maintaining a safe environment for both patients and staff</li> <li>▪ Takes initiative and identifies, reports and resolves issues that may cause harm to themselves or others in the organization.</li> </ul>
<p><b>Support Mercy Hospital in its role as an essential service provider</b></p>	<ul style="list-style-type: none"> <li>▪ Mercy Hospital is an essential service and as such all staff must make every effort to come to work as long as it is safe to do so.</li> <li>▪ Facilitating an emergency plan activation or adverse weather situation may require the monitoring and use of the Company's messaging/communication platform (currently Deputy) In the event of adverse weather or an emergency staff may be required to communicate with others in their department or assist each other with transport.</li> </ul>

RELATIONSHIPS	
<b>Reports to:</b> TSA Coordinator	<b>Direct Reports:</b>
<b>Internal Relationships:</b> All Staff, HoD, Team Leaders	<b>External Relationships:</b> Patients
PERSON SPECIFICATIONS	
<p><b>Work Qualifications/Skills</b></p> <ul style="list-style-type: none"> <li>Level 2 CPR.</li> </ul> <p><b>Skills, Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>Related experience working in a hospital setting, and specifically theatres, an advantage</li> <li>Knowledge and experience in a theatre environment preferred</li> <li>Awareness of Infection Control practices, especially standard precautions and blood and body fluid precautions.</li> </ul> <p><b>Physical Requirements</b> Standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing, balancing, crouching, squatting, other reaching.</p>	
Mercy Hospitals Shared Purpose	
Exceptional care that makes a difference to our patients and community.	
Mercy Hospitals Values	
<p><b>Hiranga - Excellence</b> We do our best every day, learning continually.</p> <p><b>Atawhai - Care</b> We respond to others with empathy, kindness and expertise.</p> <p><b>Whakaute - Respect</b> We interact respectfully with others.</p> <p><b>Kotahitanga – Collaboration</b> We work together for the common good.</p>	
Workplace Contribution	
<p>Mercy Hospital is committed to its obligations under the Treaty of Waitangi. Employees are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.</p> <p><b>Health and Safety</b> Mercy Hospital is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organization. As an employee of Mercy, the health and safety of clients and colleagues, as well as your own, is your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programs in your area. It is expected that you will report all accidents or potential hazards to your manager.</p> <p>To participate in and comply with the requirements of the Health &amp; Safety at Work Act 2015 and associated Mercy policies:</p> <ul style="list-style-type: none"> <li>Work practices ensure safety for self and others</li> <li>Advice or assistance is sought before commencing an unfamiliar work practice</li> </ul>	

- Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated
- Comply with Mercy Hospital incident reporting policy and Health & Safety Policy
- Emergency management procedures and compulsory / compliance education and training completed
- Demonstrates knowledge of the health and safety database.

### **Quality and Risk**

Mercy Hospital is committed to the concept of quality improvement. As an employee you are required to actively participate in quality improvement and risk management, both at a professional level and service level. You are also required to participate in CQI and risk programmes as an integral part of your position.

### **Personal Responsibilities**

- Respect the Shared Purpose and Values of Mercy Hospital
- Be familiar and with Mercy Hospital policies and procedures
- Be responsible for own ongoing education and skills required in designated role
- Demonstrate an understanding and applicability of confidentiality of information regarding patients, employees and hospital business at all times.