



POSITION SPECIFICATIONS

Position Title:	Theatre Orderly
Job Type:	Part-time or casual (hours negotiable)
Region:	Gladstone, Queensland
MH&ACCQL Facility:	Mater Misericordiae Hospital – Gladstone
Closing Date:	Open until filled
Salary:	Level 1 Hospitality employee
Industrial Instrument:	Mercy Health and Aged Care Central Queensland Limited – Hospitality and Services Enterprise Agreement 2014-2016 Currently attracting a minimum hourly rate range of \$21.50 - \$24.43
Reporting to:	Nurse Unit Manager

ENQUIRIES CONTACT

Enquiry Contact: Arlene Kirk, Assistant Director of Nursing
Email: akirk@mercyqcq.com

POSITION STATEMENT: The Theatre Orderly is responsible for transporting patients to and from the ward, handling of theatre equipment throughout the Operating Theatre, patient transfers as well as providing assistance to patients within the clinical setting to support clinical personnel.

A full **Position Description** is available following these specifications.

APPLY: To apply please return to where the vacancy is listed and click “apply now” which will direct you to SEEK.

OTHER INFORMATION:

- This role presents an opportunity to be involved in a quality health service while working as part of a friendly and committed team.
- The role requires good organisation and time management skills, and the skills to interact and communicate with clients having procedures at the hospital.
- Candidates must have previous experience working as an Orderly.
- Experience in manual handling and first aid knowledge is desirable.
- Candidates must be able to work a variety of shifts including; early and late shifts.
- Certificate II in Health Support Services or equivalent thereof is highly desirable.

POSITION DESCRIPTION

Position Title: Orderly		Agreement: Mercy Health and Aged Care Central Queensland Limited – Nursing Union Collective Agreement 2014 - 2016	
Location: Mater Misericordiae Hospital – Rockhampton and Gladstone		Classification: Level 1	
Approved by: Director of Nursing		Responsible for Review:	
Original Date: 06/11	Revision No:	Revision Date:	Page 1 of 3 Page/s

1.0 Mercy Health and Aged Care Central Queensland Limited Mission and Values:

The Orderly will undertake a commitment to the Mission, Philosophy and Objectives of Mercy Health and Aged Care Central Queensland Limited ("MH&ACCQL"), and endeavour to promote the organisation's ethos and values in all actions and activities related to their position.

2.0 Position Statement:

The Orderly is responsible for transporting patients, specimens and equipment throughout the Hospital and providing assistance to patients within the clinical setting to support clinical personnel.

3.0 Key Effectiveness Areas:

- 3.01 Mission & Values
- 3.02 Direct Patient Care Duties
- 3.03 Housekeeping Services
- 3.04 Other Duties

4.0 Key Responsibilities	Specific Responsibilities
4.1 Mission & Values	4.1.1 Promote the Mission, Values and Philosophy of Mercy Health and Aged Care Central Queensland Limited.
	4.1.2 Participate in Mercy celebrations and traditions.
	4.1.3 Attend mandatory Mission In-service.
	4.1.4 Adhere to Pocketbook of Excellence and Integrity in the Workplace Standards.
4.2 Direct Patient Care Duties	4.2.1 Perform manual handling tasks as required i.e. turning, lifting, transferring patients as per Manual Handling Guidelines.
	4.2.2 Attend or assist to meet patient hygiene and care needs relevant to the clinical care area; e.g. showering, shaves for males, pre-operative site preparation (surgical clips), meals.
	4.2.3 Assist nursing and allied staff to meet physiotherapy/mobility needs of patients.
	4.2.4 Transport patients and/or patient related items to the designated location when required.
	4.2.5 Undertake any duties within scope of expertise at the direction of designated clinical personnel efficiently and under limited supervision.
	4.2.6 Relocate and/or assemble furniture and equipment when required eg. chairs, beds.
	4.2.7 Contribute to the holistic care of patients by maintaining effective therapeutic communication and relationships with the patient and patient representatives.

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4.3 Housekeeping Services	4.3.1 Collect, store or dispose of general and recyclable waste in accordance with relevant standards, regulations and waste management Programs.
	4.3.2 Report incidents of inappropriate waste disposal to the Clinical Nurse Consultant/Clinical Resource Co-ordinator and register accordingly as an incident.
	4.3.3 Ensure waste disposal bins are maintained to the appropriate requirements or standards.
	4.3.4 Dispose of linen in accordance with relevant procedures and guidelines.
	4.3.5 Accept, transport and store incoming, clean linen in accordance with relevant procedures.
	4.3.6 Undertake sterilising processes where required; e.g. wet/dry mopping of vinyls if required in Operating Theatres or Day Surgery Unit.
	4.3.7 Clean and maintain clinical care area equipment in accordance with manufacturer instructions and Hospital procedures.
	4.3.8 Participate in high cleaning program of care areas in collaboration with relevant Departmental Supervisors and personnel.
	4.3.9 Attend to the carbolisation and making of patient beds as required.
	4.3.10 Undertake terminal and infectious cleaning as required.
4.4 Other Duties	4.4.1 Undertake other duties as directed by the Clinical Nurse Consultant/Clinical Resource Co-ordinator or other designated authority.
	4.4.2 Accept individual responsibility and accountability for own performance and professional development.
	4.4.3 Participate in and recommend quality activities aiming to improve work practices to exceed customer expectations.
	4.4.4 Accept and adhere to all policies and procedures of Mercy Health and Aged Care Central Queensland Limited and the Hospital.
	4.4.5 Accept and adhere to Workplace Health and Safety requirements, appropriate standards and risk management guidelines to ensure health and safety obligations are met to maintain a safe working environment.
	4.4.6 Participate in in-service programmes to assist in personal development and to satisfy the objectives of the organisation.
	4.4.7 Participate in meetings and other forums as required.
	4.4.8 Cooperate and collaborate with management and other personnel to seek and apply best practice to ensure optimum outcomes.

5.0 Qualifications and Experience:

5.1 Essential

N/A

5.2 Desired

- 5.2.1 Certificate II in Health Support Services or equivalent thereof;
- 5.2.2 Experience in a comparable position.