



Date	February 2020
Position Title	Patient Care Assistant – Theatre
Division	Clinical, Perioperative and Support Services - (Theatre)
Reports to	Perioperative Services Manager

SECTION 1

Mission, Vision, and Values

Mission: - To deliver the highest quality healthcare experience for patients

Vision: - To be the preferred choice of Doctor’s, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

Values: Bethesda Health Care is committed to and promotes the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God’s love through a caring expression of kindness, tolerance, and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct and to contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

Reporting to the Perioperative Services Manager (POSM) the Patient Care Assistant assists nursing staff to safely deliver patient’s a safe high standard of care, including transportation of patients and supporting nursing staff as required. Patient Care Assistants are also responsible for carrying out environmental cleaning within the Theatre department to a high standard.

SECTION 3

Key Working Relationships

INTERNAL	EXTERNAL
Executive	Patients
Perioperative Services Manager	VMO’s
Nursing staff/Patient Care Assistants	Visitors
Clerical/Admin staff	External Contractors
Engineering dept	

SECTION 4

Key tasks, Responsibilities, Outcomes and Activities

Preventing and Controlling Health Care associated Infection

- Complete mandatory education and competencies to maintain knowledge and skills of best practice
- Perform hand hygiene

Medication Safety

- N/A

Comprehensive Care

- Complete mandatory education and competencies to maintain knowledge and skills of best practice

Communicating for safety

- Complete mandatory education and competencies to maintain knowledge and skills of best practice

Blood Management

- N/A

Recognising & Responding to deteriorating patient

- Take direction from Nursing staff

Other

- Prepare theatres for the next list/day ensuring they are set up correctly and safely according to surgeon's preference
- Collect and deliver equipment, gas cylinders, specimens as requested
- Environmental cleaning in between each case and the end of day/terminal clean of each theatre when lists completed
- Monitor supply levels and re-stock as required - theatres, scrub bays, change rooms, warming cabinets, linen, tearoom, and suction shelves
- Assist nursing staff as required under direction
- Transport patients to and from the department safely
- Transport patients within the department and assist with positioning under direction of nursing staff, surgeon, and anaesthetist

SECTION 5

Health, Safety, and the Environment

- Adhere to policies, procedures, and standard operating procedures
- Report incidents, hazards, and injuries in a timely manner
- Use personal protective equipment as required and directed
- Raise OSH issues with OSH representative/s
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment

SECTION 6

Quality and Risk

- Record initiatives and issues in Riskman
- Abide by Bethesda Health Care's Code of Conduct, Occupational Health and Safety legislation, Equal Opportunity Act
- Complete mandatory training and participate in development reviews

SECTION 7
Partnering with the Consumer

- Acknowledging patients, responding to general non-clinical queries, providing assistance as appropriate, encouraging the use of formal feedback systems

SECTION 8
Selection Criteria

Qualifications
<p>Essential</p> <ul style="list-style-type: none"> ▪ Current Police Check (not more than 6 months old) ▪ Current Working with Children Check <p>Desirable</p> <ul style="list-style-type: none"> ▪ Certificate III in Health Services Assistance
Knowledge
Skills
<ul style="list-style-type: none"> ▪ Well developed written and verbal communication skills ▪ Well developed organisation and time management skills ▪ Basic computer and keyboard skills
Experience
<p>Essential</p> <ul style="list-style-type: none"> ▪ Commitment to improving own knowledge base and performance <p>Desirable</p> <ul style="list-style-type: none"> ▪ Precepting new staff

SECTION 9
Acceptance of Position Description

Employee

Date