

Position Description

Role title: Theatre Suite Assistant (Perioperative)

Reports to: Charge Nurse Manager

Accountable to: Executive Director of Nursing and Midwifery

Location: Southern DHB

Role of the District Health Board

Our Vision:

- Better Health, Better Lives, Whanau Ora.

Our Mission:

- We work in partnership with people and communities to achieve their optimum health and wellbeing.
- We seek excellence through a culture of learning, enquiry, service and caring.

Our Values:

Kind Manaakitanga	<i>Looking after our people:</i> we respect and support each other. Our hospitality and kindness foster better care.
Open Pono	<i>Being sincere:</i> we listen, hear and communicate openly and honestly. Treat people how they would like to be treated.
Positive Whaiwhakaaro	<i>Best action:</i> we are thoughtful, bring a positive attitude and are always looking to do things better.
Community Whanaungatanga	<i>As family:</i> we are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our Statutory Purpose:

- To improve, promote and protect the health of our population.
- Promote the integration of health services across primary and secondary care services.
- Seek the optimum arrangement for the most effective and efficient delivery of health services.
- Promote effective care or support for those in need of personal health or disability support services.
- Promote the inclusion and participation in society and the independence of people with disabilities.
- Reduce health disparities by improving health outcomes for Maori and other population groups.
- Foster community participation in health improvement, and in planning for the provision of, and changes to the provision of services.
- Uphold the ethical and quality standards expected of us and to exhibit a sense of social and environmental responsibility.

Purpose of the Role	
<p>The Theatre Suite Assistant (TSA) primary role in the Main Operating and Day Surgery Theatres is to assist perioperative staff with delegated tasks to ensure patients receive quality perioperative care. The TSA also has a range of other duties to support the efficient operation of the Theatre Suite which may involve travelling throughout the hospital on specific tasks, for example taking specimens to the laboratory, collecting blood from blood bank and transporting patients to and from the wards.</p>	
Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Managing Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
Role Specific Competencies	
Listening	Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
Priority Setting	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks, creates focus.
Key Relationships	
Internal Executive Director Of Nursing and Midwifery Nurse Directors Nurse Manager Directorate Leadership Team Clinical Nurse Coordinators Nursing staff Medical staff Allied Health Administration staff Southern DHB wide staff Duty Manager	External Patients, Families and Whanau Unions
Knowledge, Experience and Skills required	
Fitness <ul style="list-style-type: none"> A high level of fitness is required to cope with the demanding physical requirements of the job. The following denote the key physical requirements for the position: standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery / equipment, lifting, overhead reaching, carrying, pushing / 	

pulling, twisting, climbing / balancing, crouching / squatting, manual handling of people, other reaching, and ability to participate in personal restraint if required.

- Consistently demonstrates use of good interpersonal skills
- Ability to understand and follow written and verbal instructions
- Ability to respond and adapt to changing circumstances
- Ability to prioritise
- High standard of cleanliness and hygiene
- A positive and “can do, will do” attitude to work.
- Team focus.

KEY ACCOUNTABILITIES	DELIVERABLES	EXAMPLE MEASURES (Not all measures will be met. Area specific measures may also be included)
<p>To demonstrate responsibility, complying with SDHB vision, purpose, values, policies and procedures.</p>	<ul style="list-style-type: none"> • Accepts responsibility for ensuring that his/her care and conduct meet the standards of the organisation • Has an understanding of the principles of the Treaty of Waitangi and is respectful of patient’s personal beliefs, values and goals. • Reads and adheres to DHB vision, values, policies and procedures. • Represents the organisation in a committed manner and projects a positive image of Southern DHB to the community • Presents self in a tidy and professional manager 	<ul style="list-style-type: none"> • Behaves in a professional manner • Meets and maintains organisational mandatory requirements for TSA’s • Adheres to policy – ID badge citing designation worn on person at all times • Wears appropriate theatre attire • Behaves in a way that is respectful of patient’s personal belief, values and goals. • Maintains the privacy and confidentiality of patients and staff information at all times. • Attains and maintains area specific mandatory requirements and key accountabilities • Engages in appraisal systems with manager • Adhere to policies and procedures • Partakes in regular team meetings engaging in discussion • Presents self in a tidy and professional manner
<p>To demonstrate responsibility with clinical and non-clinical activities within the theatre environment with an understanding of the Code of Health & Disability Services Consumer Rights and HIP Code and HDC</p>	<ul style="list-style-type: none"> • The Theatre Suite Assistant is accountable for assisting with routine activities for patients under the direction and delegation from a registered nurse or registered health professional. including attending to • Works cooperatively and productively to support the theatre team with clinical and non-clinical activities. • Be accessible and responsive to requests from theatre team. • Manages time effectively • Demonstrates use and care of positioning devices and theatre 	<ul style="list-style-type: none"> • Works within the job description confines. • Work under the direction and delegation of a registered nurse advising the registered nurse if they have concerns about the healthcare status of patients, non-patient related activities or environmental issues. • Advises the registered nurse if they have not been trained for the activity and ensure they don’t accept and activity if it is beyond their training or capability. • Safely transports patients to and from the theatre suite. • Sets up trolleys as per the fad book

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	equipment.	<p>for surgical cases.</p> <ul style="list-style-type: none"> • Assists with the cleaning of theatre and theatre equipment between cases. • Change linen bags, rubbish bags, sharp containers • Remove Rubbish and Linen • Locate, clean and return theatre equipment to its correct place • Collect blood or deliver specimens to the laboratory • Has a disciplined approach to establishing and following priorities of work. • Assists with manual handling and positioning of patients whilst maintaining the dignity of patient. • Attends mandatory training workshops as determined by the organisation.
<p>To demonstrate effective interpersonal relationship skills</p>	<ul style="list-style-type: none"> • Communicates effectively with patients and family/whanau and members of the theatres team. • Maintains privacy and confidentiality in accordance with HDC Code, DHB policies and procedures etc. • Behaves respectfully and with tolerance towards patients, colleagues and members of the wider healthcare team 	<ul style="list-style-type: none"> • Follows the directions of nursing and registered theatre staff • Seeks clarification if unsure of what is being asked. • Is pleasant and courteous • Communicates respectfully to colleagues, patients and their family/whanau • Develops and maintains positive and supportive relationships within the team. • Privacy Act, Informed Consent and Code of Consumers' Rights adhered to
<p>Undertake non-clinical activities within the theatre environment to support the efficient and effective running of the service.</p>	<ul style="list-style-type: none"> • The TSA is accountable for assisting with non-direct patient care activities within the theatre environment including but not limited to: <ul style="list-style-type: none"> - Ordering - Cleaning - Restocking - Tidying - Reception Cover - Equipment Coordinator • Anything reasonably requested by members of the nursing staff and theatre team eg Photocopying 	<ul style="list-style-type: none"> • Clean equipment and environment as per roster • Clean storage shelves within the theatre suite as per roster • Clean theatre trolley wheels, autoclaves, buckets as autoclaves, buckets as per their roster. • Maintain cleanliness of relevant sluice, stores and linen rooms • Keep the theatre area an corridors clear of clutter • Remove rubbish and line • Maintain cleanliness of communal staff kitchen • Keep change rooms tidy • Maintain tidiness of corridors • Ensure linen levels stocked in

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		<p>theatre maintained</p> <ul style="list-style-type: none"> • Maintain isolation trolley and help to set up isolation precautions • Ensure the TSSU area is stocked with supplied, eg rubbish bags, suction liners etc • Maintain imprest store- replenish frequently used items in MOT Sterile store room outside of normal operating hours. • Deliver Ice to PACU and OT as required • Deliver specimens to the laboratory as required. • Collect blood from blood bank as required. • Pick up additional equipment and deliver to theatres as requested. • Check and replace oxygen cylinders as required. • Undertake monitoring of fridge temperatures daily – inform PFC if out of range. • If faulty broken equipment is discovered notify CNM, ACNM or PFC and fill out BEIMs request or repair ticket and deliver to Biomed as appropriate. • Undertake and record daily BSL check. • Administrative / clerical tasks e.g. covering the reception desk, be familiar with high use applications, answer phone, data entry, photocopying etc • Provide leave cover for equipment coordinator.
<p>Participates as a team member and promotes a collaborative environment</p>	<ul style="list-style-type: none"> • Is adaptable to the changing needs to the environment • Is accessible and responsive to the direction of the theatre team. • Collaborates and participates with colleagues and members of the theatres team to support patient care • Recognises and values the roles and skills of all members of the theatre team in the delivery of care. • Demonstrates constructive approach to resolving issues or challenges, 	<ul style="list-style-type: none"> • Demonstrates flexibility within a constantly changing environment • Actively looks for things to do when there is down time. • If required to hold work cell phone ensure it is charged and that you are on time. • Check with the shift Coordinator on arrival at work, before going for breaks and prior to leaving at the end of the shift. • Respond positively when asked to help or assigned a task. • Forms productive working

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		<p>relationships with team members</p> <ul style="list-style-type: none"> Partakes in regular team meetings engaging constructively in discussion and the resolution of issues.
Quality and Risk	<ul style="list-style-type: none"> Can describe and demonstrate use and care of assistive and moving equipment Describing and applying safe manual handling principles and techniques Uses any equipment or supplies resourcefully and responsibly and reports any faulty or damaged equipment Have a good knowledge of Infection Prevention and Control measures and provides assistance to the team ie, setting up isolation rooms. Partakes in service audit activity 	<ul style="list-style-type: none"> Demonstrates knowledge in procedures, e.g. fire Completes Fire, CPR, and manual handling training and updates regularly as required by DHB's policies and procedures. Identifies, takes appropriate action and promptly reports clinical, Occupational Safety & Health and security incidents Evidence of assisting in the maintenance of theatre equipment and where necessary, promptly reports unsafe or malfunctioning equipment to Patient Flow Coordinator or ACN Maintains standards for safety and hygiene Complete BEIMs request and Biomedical request forms Maintains standards for safety and hygiene. Maintains isolation trolley/supplies May include delegated audit activity e.g daily fridge monitoring.
Self-Management	<ul style="list-style-type: none"> Can manage own time but also responds to direction from the nursing team. Adopts a disciplined approach to establishing and following priorities of work. Engages in performance appraisal. 	<ul style="list-style-type: none"> Relationships are developed and maintained with own peer group for support.
Health and Safety	<ul style="list-style-type: none"> Southern District Health Board is committed to achieving the highest level of health and safety for its staff. You are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of the Southern District Health Board, the health and safety of clients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programmes in your area. It is expected that you will report all accidents or potential hazards to your manager. Be responsible for the safety of the theatre environment surroundings and 	<ul style="list-style-type: none"> Meets and maintains organisational and area specific mandatory requirements. Undertakes training as required to learn new skills and maintain knowledge and skills that enhance safety of practice Observe and practice safe working method. Uses safety equipment and PPE that is provided. Complete incident forms as appropriate for actual and near miss harm events. Be familiar with hazards as per the register for area and acts appropriately to keep one and others safe.

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	equipment, including regular cleaning, tidiness and security.	<ul style="list-style-type: none"> • Report any hazards to CNM/ACNs. Follow up and support removing, minimising and reducing risk.
Cultural	<ul style="list-style-type: none"> • Committed to and practices in a way that meets obligations under the Treaty of Waitangi, giving effect to the principles of Partnership, Participation and Protection and apply these principles to practice • Understands cultural safety as embracing and encompassing a wide range of beliefs and ethnicities, gender, sexuality, religious beliefs 	<ul style="list-style-type: none"> • Practices ensure Maori have equitable access to appropriate health care • Recognises tikaka best practices • Have attended cultural education training as per organisational requirements. • Identifies educational opportunities

Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

I have read and understand the above job description:

Name: _____ (Please Print)

Signed: _____

Date: _____

Activities that a Theatre Suite Assistant can perform with indirect supervision

- Be directly responsible to and under the supervision of the Charge Nurse Manager and / or the Registered nurse coordinating that duty.
- Transfer patients inside and outside the operating suite.
- Assist staff with lifting / positioning patients.
- Keep unit area and corridor tidy.
- Assist when required with putting away stock.
- Assist when required with collecting sterile instrumentation, putting sterile instruments away.
- Keep change rooms tidy.
- Change linen bags, rubbish bags, sharp containers.
- Clean and mop operating theatre floor when required.
- Clean theatre equipment prior to putting away.
- Assist as required theatre clean /set up between cases.
- Clean storage shelves within the theatre suite as per their roster.
- Clean theatre trolley wheels, autoclaves, buckets as per their roster.
- Ensure the TSSU area is stocked with supplies e.g. rubbish bags, suction liners etc.
- Check and replace oxygen cylinders as required.
- Ensure specimens are delivered to the laboratory as required.
- Collect blood from blood bank as required.
- Ice to P.A.C.U

Activities not to be delegated to a TSA

- Taking patients observations
- Administering medication nebulisers and oxygen
- Point of care testing- including blood glucose
- Touch or manage pumps used to administer fluid, medications or feeds. This includes silencing alarms or disconnecting them from patients
- Have patients allocated to them
- Assess, plan or evaluate care
- Wound or pressure dressings
- Discuss patient's condition with visitors or medical staff
- A TSA may not delegate a patient related task to another TSA or any other employee