



## Position Description

<b>Position title:</b>	Healthcare Assistant (Theatre)	<b>Date:</b>	November 2023
<b>Reports to:</b>	Theatre Services Manager	<b>Department:</b>	
<b>Number of reports:</b>	Direct:0 Total (include indirect):0	<b>Location:</b>	
<b>Delegated financial authority:</b>	NA	<b>Budget ownership:</b>	Yes/No
<b>Level of influence:</b>	<b>Leading self</b> Leading others Leading leaders Leading the Organisation		

## Our Organisation

At Southern Cross Healthcare, our vision is to help people live their best lives by reimagining healthcare.

Across our nationwide network, we combine the skills of more than 4,000 people including nurses and anaesthetic technicians, working with specialists, surgeons, anaesthetists, and allied health practitioners.

As New Zealand's largest private provider of healthcare, our strong "for purpose ethos" and through being recognised as one of New Zealand's leading and most trusted brands, we are poised to amplify the delivery of healthcare services like no other.

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
<b>To help people live their best lives by reimagining healthcare.</b>	<b>To advance the provision of quality healthcare in Aotearoa New Zealand.</b>

## Values and Behaviours

**Care First:** Care is at our heart. It's the foundation of who we are and how we approach our mahi. Through genuine manaakitanga, we deliver a quality of care that makes healthcare more human.

**Better Together:** Our strength comes from connection and collaboration – we bring together our diverse skills, perspectives, and experiences in the spirit of partnership and kotahitanga. We all play our part creating better outcomes for everyone.

**Pursue Excellence:** Every day brings a new opportunity to improve, innovate, and excel. We don't settle for 'good enough'. We're here to do our best work, delivering our best care for the people and communities we serve.

## Role Purpose

The Healthcare Assistant will contribute to healthcare provisions by performing direct and indirect tasks for patients, under the supervision of a Registered Nurse.

## Key Relationships

### Internal

- Senior leadership team
- Registered Nurses
- All other hospital employees

### External

- Patients and their families
- Medical specialists

## Key Accountabilities

### General

- Understand and practice within the Southern Cross Hospital policies and procedures, ethical and legal requirements
- Develop knowledge and skills through taking responsibility for their own learning and proactively participating in educational opportunities
- Contribute to the quality and continuity of patient care through effective workload management and teamwork
- Any other duties as directed by the Theatre Manager
- Contribution aligns with Southern Cross Vision and Values
- Work in partnership with Māori patients and whanau to provide culturally responsible and appropriate care and support to improve health experience, outcomes and reduce health inequities

### Patient Services

- Assists by transporting patients to and from theatre
- Answers the theatre telephone calls in a professional manner, patient care needs are referred to a registered nurse

- Assisting with routine tasks of the operating theatre department under the delegation and direction from a registered health professional including, moving and positioning of patients when required, supporting the team in theatre
- Applying culturally safe principles in the workplace
- Understanding their own role within the group or team and functions as a member of the theatre team by contributing to teamwork
- Interacting with others and actively listening in order to gain information
- Accessing organisational policies and procedures to inform their work
- Functioning as a member of an interdisciplinary or multidisciplinary team to contribute to achieving the consumer's goals
- Demonstrating appropriate infection control procedures
- Appropriate communication in the workplace
- Role specific accountabilities
- Carrying out assigned administrative tasks
- Describing and demonstrating the use and care of assistive and moving equipment
- Describing and applying safe manual handling principles and techniques
- Functions as a member of the theatre team by contributing to teamwork
- Performing assigned tasks and activities required for service delivery such as: completing set ups for the following day, collecting patients for theatre from the ward, helping to turn around theatres in-between cases and end of day cleaning, ordering, restocking and rotating consumables as required, tidying, and checking OR equipment, waste management, maintaining a clean and tidy environment throughout the theatre unit.

#### **Utility Services**

- Completes routine cleaning of theatre equipment: trolleys, heater cooler machine

#### **Safety, Quality & Risk**

- Patient confidentiality is maintained and respected
- Uses the Incident Reporting system appropriately
- Ensures all equipment is cleaned and checked in compliance with recognised standards
- Ensures that the hospital's policies and standards are known and appropriately applied
- Ongoing involvement and participation in quality and risk management
- Reports Incidents, near misses and hazards
- Works proactively towards ensuring attainment of the Health & Disability Sector Services Standards
- Knows department emergency response plan and participates in response as applicable to the role.

#### **Professional Development**

- Completes core competency training which includes CPR Level 2, Fire Safety, Infection Control, Restraint Minimisation, Liten Up Manual Handling and Maori Quality Health

#### **Health, Safety and Wellbeing**

- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities
- Actively participate where improvements to health and safety at SCHL can be made

**Commitment to the principles of Te Tiriti o Waitangi**

- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

**Commitment to Diversity, Equity and Inclusion (DEI)**

- Honour diversity by acknowledging and respecting others' spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

**Commitment to Environment, Social and Governance (ESG)**

- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

**Role Requirements****Experience and skills required:**

- Excellent time management and organisation skills

**Experience and skills desirable:**

- Previous experience within Healthcare

**Education and qualifications required:**

- Completed Level 2 NCEA/ 6th Form Certificate
- Excellent communication skills with a high standard of written and literacy skills
- Competent with Microsoft Office applicants Word, Excel, and Outlook

**Leadership Attributes****Human Centred Leadership**

- Empathy
- Adaptability
- Connection

**Performance Coach**

- Accountability
- Engagement
- Collaboration

**Change Enabler**

- Execution
- Energy
- Contribution