



## Position Description

<b>Position title:</b>	Perioperative Assistant	<b>Date:</b>	July 2025
<b>Reports to:</b>	Theatre Services Manager	<b>Department:</b>	Theatre
<b>Number of reports:</b>	Direct: 0 Total (include indirect): 0	<b>Location:</b>	Invercargill
<b>Delegated financial authority:</b>	NA	<b>Budget ownership:</b>	No
<b>Level of influence:</b>	Leading self		

## 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

- To contribute to healthcare provision, performing direct and indirect tasks, under the direction and delegation of Registered/Enrolled Nurses, supporting the delivery of safe patient care within the perioperative environment.
- Supports application of skills and knowledge by regulated health professionals
- Contributes to the quality and continuity of patient care through effective workload management and teamwork

## Key Relationships

### Internal

- Senior Leadership Team
- Registered Nurses
- Enrolled Nurses
- Anaesthetic Technicians
- Perioperative teams
- Sterile Services Department

### External

- Patients and whanau
- Management team within the hospital including but not limited to Quality/Education/Infection Control/Health and Safety Team
- Non-Clinical Team members

## Key Accountabilities

### General

- Perform delegated activities according to their level of training and demonstrated competence under the supervision of a Registered/EN Nurse
- Understand and practice within the Southern Cross Hospital policies and procedures, ethical and legal requirements
- Applies the principles of cultural awareness and cultural safety to practice
- Develop knowledge and skills through taking responsibility for their own learning and proactively participating in educational opportunities
- Contribute to the quality and continuity of allocated tasks through effective workload management and teamwork

### Perioperative Room Services

- Demonstrates use of electronic barcoding inventory and navigation Tech one solution
- Assists with set up and close down of a theatre in preparation
- Assists with cleaning and turnover between each procedure
- Sources equipment required for the specific operating room eg positioning gear

- Restocks sundries and required items within the operating room
- Understands and demonstrates operating room principles for sterile fields and sterile items
- Engages in surgical safety checklist process
- Assists with moving and handling of patients as required
- Participates in data for auditing collection under direction and supervision of Registered/EN Nurse
- Understands hazardous items and health and safety requirements within the workplace
- Demonstrates knowledge and necessary technique when dealing with medical gases (oxygen bottle only)
- Collects patients if required to the theatre operating suite
- Supports whanau when required during paediatric operating room lists
- Sets up procedure cases for the next day using surgeons preference sheets
- Understands their role in clinical emergencies

#### **Utility Services**

- Maintains tidy and well stocked operating room tea room/s throughout the shift including fridges, microwaves and dishes.
- Maintains tidy and well stocked linen room
- Completes weekly cleaning of and date checking of sundries and cupboards
- Has an understanding about use of emergency equipment and when it would be needed

#### **Professional Development**

- Completes core competency training which includes CPR Level 2, Fire Safety, Infection Control, Restraint Minimisation, Liten Up Manual Handling and Cultural Competency education
- HCA Level 3 certificate pathway
- Completes PDRP as per Southern Cross Healthcare requirements
- New Zealand Certification in Sterilising Technology Level 3 (optional)

#### **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
- Excellent communication skills with a high standard of written and literacy skills

#### Experience and skills desirable:

- Previous experience within a Healthcare setting
- New Zealand Certificate in Health and Wellbeing (Level 3)

#### Education and qualifications required:

- Completed Level 2 NCEA / 6th Form Certificate

#### Education and qualifications desirable:

- HCA Level 3 Certificate

### Leadership Attributes

#### Human Centred Leadership

- Empathy
- Adaptability
- Connection

#### Performance Coach

- Accountability
- Engagement
- Collaboration

#### Change Enabler

- Execution
- Energy
- Contribution