



Position Description

Position title:	Orderly	Date:	November 2023
Reports to:	Patient Services Manager	Department:	Ward
Number of reports:	Direct:0 Total (include indirect):0	Location:	
Delegated financial authority:	NA	Budget ownership:	Yes/No
Level of influence:	Leading self 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.
To help people live their best lives by reimagining healthcare.	To advance the provision of quality healthcare in Aotearoa New Zealand.

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 purpose of this position is to provide a superior, timely and customer-focused transfer service for patients from the ward and day stay units to theatre and return. The role includes the restocking of consumables, cleaning and checking of equipment under direction of the Patient Services Manager.

Key Relationships

Internal

- Registered Nurses
- Hospital Support Staff
- Medical Specialists

External

- Patients
- Outside contractors

Key Accountabilities

Cleaning

- Changing of linen and rubbish bags as required
- Soiled linen and rubbish is cleared from utility rooms throughout the hospital to collection area at a frequency that maintains a safe working environment in the utility areas – this includes Sharps containers
- Rubbish and soiled linen collection areas, especially corridors in the basements are cleared at frequent intervals – all rubbish to be transported to the outside skips at a frequency that maintains a safe working environment
- Infectious waste disposal and bin reordering and resolving any delivery problems (same with sharps bins)

Patient Related

- Patients / and/or equipment are transported throughout the hospital when required
- Patients receive a transfer service which is respectful, dignified and customer focused
- Recovery / Theatre / Ward nursing staff are assisted with lifting and positioning of patients when required
- Assist x-ray people when required

Stock

- Emergency O2 bottles and Gas supplies to departments are checked at the start of each duty and gases ordered

- All inwards goods are checked, unpacked, and processed in a timely manner ensuring stock is delivered to and placed in all clinical rooms and cupboards following a rotation Policy
- Counting, purchasing, and maintaining stock levels of all items used across the clinical and non-clinical areas of the hospital
- Monitor expiry dates on newly purchased stock and ensure expired stock is kept to a minimum
- Stock returns are handled in an effective and accurate manner
- Purchase orders, packing slips/delivery docket are accurately recorded and reconciled into Tech1 in a timely manner

Theatre

- Returning oxygen cylinders and oxygen masks and tubing to outside each theatre after patient transferred to recovery
- Assist with special duties as requested by the Ward Manager
- Assisting SSD staff as requested by Ward Manager

Wards

- Check ward utility stock and replace as required
- Assist with special duties as requested by the Ward Manager
- Responds to telephone calls promptly and delegates the telephones while on breaks

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 organisational skills

Education and qualifications required:

- Written and oral communication

Experience and skills desirable:

- Previous experience within healthcare

Leadership Attributes**Human Centred Leadership**

- Empathy
- Adaptability
- Connection

Performance Coach

- Accountability
- Engagement
- Collaboration

Change Enabler

- Execution
- Energy
- Contribution