



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Operating Theatre Assistant

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability

patients arrive to and from the theatre on time and restocking, cleaning and removing refuse within the

• Transportation services (patients, equipment, pathology, blood products, clinical records, stores, food) • Provide assistance with patient hygiene, turns and other patient related services as requested by Nursing staff • Assist in cleaning theatres in between cases and at the end of the list • Unpacking consumables and supplies for stores throughout the theatre complex • Cleaning of trolleys/beds patient bays, theatres, sluice and pan rooms • Removal and disposal of rubbish, recyclables, linen, general and clinical waste • Cleaning schedules to be completed on a daily basis • Ensure effective and timely liaison, communication and support between all areas of the Perioperative suite • Respond promptly to calls of service, and/or negotiate a mutually convenient time for completion of tasks based on the workload and urgency of requests • Inform the Floor Co-Ordinator when going for breaks, meetings and at the end of shift • Provide a high standard of patient care at all times • Maintain a safe work environment by reporting incidents of unsafe work practices, sites/areas or equipment • Identify, report, and where possible, remove environmental hazards • Presents and acts as a role model within the Perioperative Services environment • Actively participates in the Unit quality program, which ensures continuous monitoring and evaluation of quality care and client outcomes and in doing so develops and implements strategies for continuous improvement • Participate in and contribute to a well-functioning multidisciplinary team • Attend Perioperative Services and relevant meetings as required • Foster a high standard of service delivery based upon a collaborative approach with other hospital staff	• Observe and practice the principles and obligations of Equal Employment Opportunity, which includes: A Workplace which is free from harassment; ensuring that activities and practices will prevent and eliminate unlawful Discrimination; and contribute to the successful management of diversity in the workplace • Promote and sustain good interpersonal relationships, and the effective and timely liaison, communication and support between all areas of the service • Build and maintain relationships within the Perioperative team, Surgeons, Anaesthetist, Department and other Divisions within Melbourne Health • Provide clear and concise communication with Perioperative Services staff in the process of performing duties. • Understands how own role influences hospital issues, processes and outcomes • Carryout internal / external training as required • Demonstrate knowledge and skills utilising the “No Lift” policy, in accordance with the hospital “No Lift” Policy • Actively contributes toward own professional development by attending and participating in ongoing training and development facilitated both internally and externally of the hospital. • Keeps up to date with the latest techniques, work practices/skills, to ensure standards are maintained at the highest level • Maintain knowledge of changes in local policies and procedures, and keep abreast of the specific roles and responsibilities of the position • Maintain Patient confidentiality • Carry hospital communication device (CAFM) and use task management software whilst on shift • Participate in a rotating roster including on-call when required
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Internal

- External

- Operating Theatre Assistant | Perioperative Services | April 2025 5/7

- Certificate III in Health (Patient Services) or
- Minimum 12 months of study and currently enrolled in a Health-related area of study

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Demonstrate an ability to work both independently and collaboratively as part of a multidisciplinary team
- 12 months experience post completion of Cert III in Health Patient Services or 12 months study in a health related area and currently enrolled
- Demonstrate a high level of self-direction and motivation
- Highly service driven and outcome focused
- The ability to achieve outstanding results in a high pressure environment
- A willingness to contribute to high quality patient care
- Well-developed interpersonal skills, including an ability to communicate effectively with other staff, patients and families
- Able to work all shifts - rotating and on-call as required for a 7 day rotating roster
- Initiative in prioritising workload
- Be innovative, resourceful and adaptive to change
- Commitment to a professional work ethic
- Completion of mandatory training
- Willingness to participate in on the job training and/or specific skills training as required
- Ability to accept direction

Desirable:

- Consolidated knowledge of hospital emergency and interdepartmental policy and procedures that relate to the role

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio-specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Insuring patients arrive at the theatre in a timely manner.
- Maintaining patient flow in a dynamic environment

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Date _____