



**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.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

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

Position Title:	Operating Theatre Assistant
Service:	Perioperative Services
Location:	RMH – City Campus
Reports To:	Theatre Support Services Manager
Enterprise Agreement:	3. Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification:	PS25
Employment Status:	Part Time Ongoing
Immunisation Risk Category:	Category A
Date of Review:	April 2024

The Operating Theatre Assistant (OTA) is in a critical position in running the Operating Theatres by ensuring patients arrive to and from the theatre on time and restocking, cleaning and removing refuse within the Department. The person undertaking this role will be an effective team member responsible for helping maintain and organise a safe working environment for patients, visitors and staff within Perioperative Services. The Operating Theatre Assistant is required to perform duties as per the position description to ensure that theatres start on time and that consumables and stocks are fully replenished daily. The role will include various duties across patients, stores and environmental services. Therefore, the OTA must have a flexible and adaptable approach to carrying out their tasks across several stakeholder units for each shift. The OTA supports Patient services, Sterile Stores, Theatre technicians, and Nursing staff.

- 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

Internal

- ## External

- Patients of Melbourne Health
- Families of Patients
- Ward staff
- Infection Prevention and Surveillance

- Formal Qualifications

- Desirable:

- 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.

- 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.

- 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.

- 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.

- 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.

- 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 _____