

Position Title:	Orderly (Surgical Ward & High Dependency Unit)
Job Type:	Full-Time
Region:	Rockhampton, Queensland
Facility:	Mater Private Hospital Rockhampton
Closing Date:	Open until filled
Salary:	Level 1 Hospitality and Services MH&ACCQL – Hospitality and Services – Enterprise Agreement 2014-2016 Currently attracting a permanent hourly rate range of \$22.42 to \$25.47 plus superannuation and applicable penalties.
Reporting to:	Nurse Unit Manager

ENQUIRIES CONTACT

Enquiries Contact: Recruitment
Email: Employment-CQ@mater.org.au

About the role

The Orderly is responsible for transporting patients, specimens and equipment throughout the Hospital and providing assistance to patients within the clinical setting to support clinical personnel in providing patient-centred care.

A full **Position Description** is included in this document.

APPLY: To apply please return to where the vacancy is listed and click “apply now” which will direct you to SEEK.

Other Information

- Mater is progressing towards mandatory COVID-19 vaccination as a conditional requirement of employment for all staff. It is a requirement of this role that you are and remain fully vaccinated against COVID-19 by 31 October 2021 or commencement, whichever is the later. Please note proof of vaccination (MyGov Medicare Vaccination Certificate or Medical Certificate) will be required as a pre-commencement requirement;
- Candidates must be an Australian Citizen, Permanent Resident or have existing working rights to apply;
- This role presents an opportunity to be involved in a quality health service while working as part of a friendly and committed team;
- The role requires good organisation and time management skills, and the skills to interact and communicate with clients having procedures at the hospital;
- Ideally looking for candidates who have previous experience working as an Orderly;
- Experience in manual handling and first aid knowledge is desirable;
- Candidates must be able to work a variety of shifts including; early and late shifts; and
- Certificate II in Health Support Services or equivalent thereof is highly desirable.
- Mater is seeking to fill this role as soon as possible, therefore selection processes will be undertaken while the campaign is open with the view that it will be closed as soon as a suitable candidate has accepted an offer of employment.

Position Description

Position Title: Orderly	Agreement: Hospitality and Services
Location: Mater Private Hospital Rockhampton	Classification: Level 1
Ministry/Business Stream: Health	Reports Authority: Nurse Unit Manager

1.0 Behavioural Standards:

The Orderly shall adhere to the Mater behavioural standards that include the Mater Mission, Values and Code of Conduct as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and action, and holding self and others to account for these standards.

2.0 Position Statement:

The Orderly is responsible for transporting patients, specimens and equipment throughout the Hospital and providing assistance to patients within the clinical setting to support clinical personnel.

3.0 Key Effectiveness Areas:

- 3.01 Mission & Values
- 3.02 Direct Patient Care Duties
- 3.03 Housekeeping Services
- 3.04 Other Responsibilities

4.0 Key Position Responsibilities:

4.1 Mission and Values

- Promote and adhere to the Mission and Values of Mater Misericordiae Limited;
- Participate in Mater celebration and traditions; and
- Attend Mission in-service when required.

4.2 Direct Patient Care Duties

- Perform manual handling tasks as required i.e. turning, lifting, transferring patients as per Manual Handling Guidelines;
- Attend or assist to meet patient hygiene and care needs relevant to the clinical care area; e.g. showering, shaves for males, pre-operative site preparation (surgical clips), meals;
- Assist nursing and allied staff to meet physiotherapy/mobility needs of patients;
- Transport patients and/or patient related items to the designated location when required;
- Undertake any duties within scope of expertise at the direction of designated clinical personnel efficiently and under limited supervision.
- Relocate and/or assemble furniture and equipment when required eg. chairs, beds; and
- Contribute to the holistic care of patients by maintaining effective therapeutic communication and relationships with the patient and patient representatives.

4.3 Housekeeping Services

- Collect, store or dispose of general and recyclable waste in accordance with relevant standards, regulations and waste management Programs;
- Ensure waste disposal bins are maintained to the appropriate requirements or standards;
- Dispose of linen in accordance with relevant procedures and guidelines.
- Accept, transport and store incoming, clean linen in accordance with relevant procedures;
- Undertake sterilising processes where required; e.g. wet/dry mopping of vinyls;
- Clean and maintain clinical care area equipment in accordance with manufacturer instructions and Hospital procedures;
- Participate in high cleaning program of care areas in collaboration with relevant Departmental Supervisors and personnel; and
- Attend to the carbolisation and making of patient beds as required.

4.4 Other Duties

- Accept, adhere and promote workplace safety in accordance with the relevant legislation, standards, policies, procedures and model guidelines that promotes 'zero harm' for staff and 'zero preventable harm' for patients;
- Participate in creating an environment that strives for customer satisfaction;
- Participate in meetings and forums as required;
- Foster a cooperative work environment and maintain open communication through effective interpersonal skills and appropriate forums;
- Participate in and recommend quality activities aiming to improve work practices to exceed customer expectations;
- Fulfil required corporate, mandatory and professional development and competency requirements within stipulated timelines;
- Accept individual responsibility and accountability for own performance and professional development;
- Accept and adhere to all policies and procedures of Mater and your employment location; and
- Undertake other duties/responsibilities as directed by your direct Reporting Authority or other designated authority(s).

5.0 Qualifications and Experience:**Essential qualifications**

5.1 N/A

Desired qualifications

5.2 Minimum Certificate II Health Support Services or equivalent;

Experience

5.3 Experience in an orderly position (highly desired);

Skills & Knowledge

5.4 N/A