

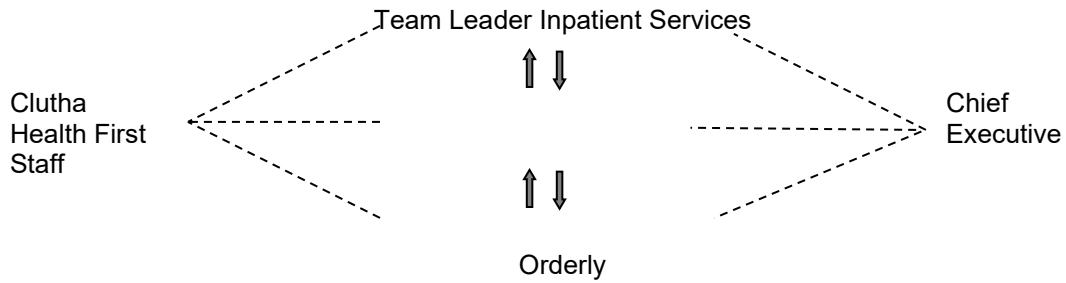
**Clutha Health First
Position Description**

Position Title: Orderly

Location: Clutha Community Health Company Limited *trading as* Clutha Health First.

Responsible to: Team Leader Inpatient Services

Organisational Relationship



Position Holder's Name : _____

Position Holder's Signature : _____

Team Leader's Name : _____

Team Leader's Signature : _____

Date : _____

Treaty of Waitangi

Clutha Health First recognises the special relationship between Maori and the Crown and has an understanding of the articles/principles of the Treaty of Waitangi. As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Maori patients.

Health and Safety

Clutha Health First is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee Clutha Health First, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your manager.

To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 plus amendments and associated CHF procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.
- Comply with Clutha Health First incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.

Quality and Risk

Clutha Health First is committed to continuous quality improvement. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

Purpose of the Position

To provide support to the staff at Clutha Health First by assisting:

- the wards and departments with patient movement, meal delivery and general duties
- to ensure that the facility is well maintained and meets the requirements as a Health Centre.
- in the storage, maintenance and repair of equipment, furniture and vehicles
- in transportation of equipment and personnel as required.

To assist staff and other health professionals within the Clutha Health First facility.

Ensure Clutha Community Health limited philosophy, priorities and standards of practice are met.

Note: This job description has been prepared to assist in appointment. All Clutha Health First job descriptions are subject to review from time to time and therefore may be revised after consultation with the employee to suit changing service requirements.

Nature of Scope and Responsibilities	
Accountabilities and Performance Measures	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> • Provide assistance to staff and patients. 	<ul style="list-style-type: none"> • Assist in the movement of patients between departments. • Delivery of meals to patients • Collection of mail and carry out messages on behalf of the company
<ul style="list-style-type: none"> • Assist in the transportation and movement and storage of packages and equipment 	<ul style="list-style-type: none"> • Provide support for transporting equipment and other items within the facility and the community. • Assemble and store equipment as required. • Assist the Purchasing clerk with the movement of packages • Deliver inwards goods and collect outward goods to/from departments • Unpacking and stacking of supplies • Stock shelves with supplies in kitchens and elsewhere
<ul style="list-style-type: none"> • Assist the Facility Maintenance Person to ensure the facility is well maintained. 	<ul style="list-style-type: none"> • Perform preventative maintenance duties • Assist in ensuring that the facility is free of damage by reporting to the Maintenance Person when defects have been identified. • Take care of the building interior potted plants by weekly watering and feeding and occasional re-potting. • Provide back up support for the Maintenance person when he is on leave.
<ul style="list-style-type: none"> • Assist with the maintenance of the car park and building exterior of CHF facility 	<ul style="list-style-type: none"> • Assist with maintenance of the car park of Clutha Health First including removal of rubbish and applying salt in the winter when required.
<ul style="list-style-type: none"> • Provide assistance to staff and patients 	<ul style="list-style-type: none"> • See Attached Addendum
<ul style="list-style-type: none"> • The staff member will perform such other duties as reasonably required by the Chief Executive in accordance with the conditions of the position. 	<ul style="list-style-type: none"> • Undertake other duties as reasonably directed by the Chief Executive or Team Leader.
<ul style="list-style-type: none"> • Maintain high standards of performance 	<ul style="list-style-type: none"> • Meet the performance expectations as identified in the Staff Development Performance Review process. • Undertake annual CPR, OOS, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures. • Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of his/her knowledge base.

Accountabilities and Performance Measures	Accountabilities and Performance Measures
<i>Accountabilities</i>	<i>Accountabilities</i>
<ul style="list-style-type: none"> • Ensure the provision of a safe and clean environment for patient, staff and visitors 	<ul style="list-style-type: none"> • Ensure maintenance and responsible use of consumables and equipment. • Ensure appropriate reporting of incidents, equipment faults and problems to the Facility Maintenance Person. • Practice is safe and meets legal requirements. • Practice protects and enhances individual rights. • All records are maintained to meet policy and procedure requirements. • Maintain knowledge of fire and Civil Defence procedures
<ul style="list-style-type: none"> • Maintain good communication and interpersonal relationships within Clutha Health First 	<ul style="list-style-type: none"> • Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the hospital.
<ul style="list-style-type: none"> • Adopt a philosophy which encourages flexibility, cooperation, collaboration and co-ordination of service delivery in an integrated patient orientated system 	<ul style="list-style-type: none"> • Ensure all policies, procedures and standards of practice of CCHCL, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety, good employer requirements of the Health & Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua. • Actively participate in quality assurance activities. • Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency.
<ul style="list-style-type: none"> • Assumes responsibility for personal professional/work education and development 	<ul style="list-style-type: none"> • Maintains and/or extends knowledge and skill base required for effective performance. • Negotiates with Team Leader to attend appropriate education and training. • Participates in own performance review annually.

Person Specification

- Work Experience & Skills/Knowledge**
- Some trades person skills would be helpful but not essential.
 - Able to work within Clutha Health First's aims, objectives and values.
 - Able to maintain confidentiality and use discretion.
 - Able to demonstrate a high level of ability to communicate with Clutha Health First employees and members of the public
 - Able to maintain accurate and up-to-date records, in accordance with the Clutha Health First documentation standards.
 - Able to use basic computer skills (Email, Outlook)
 - Ability to take instructions and carry out tasks on time with a minimum of supervision.
 - A commitment towards ongoing self development.
 - Ability to work as an effective member of a team.
 - Flexible attitude to work outside boundaries of the position when requested.
 - Alert, reliable, thorough, mature, have integrity and initiative.
 - Have an appropriate presentation and standard of personal care and grooming.
 - Able to maintain a current New Zealand driver's licence.

Physical Task Requirements

- The following denote the key physical requirements for the job
 - Standing Walking
 - Bending Driving
 - Stretching and reaching Climbing – ladders and steps
 - Twisting of body Lifting, pulling, carrying
 - Contact with skin irritants or water – protective gloves to be worn
 - Repetitive movements – sweeping, hammering, sawing, painting, sanding
 - Use of hand tools, power tools, building and vehicle maintenance equipment
 - Mental activities are likely to require communication, organisation and planning skills.
 - Frequent light to medium physical demand and good general fitness level.

Relationships

- Internal Relationships:** Inter-disciplinary members of the health service team including independent contractors in other sectors and tenants.
- External Relationships:** Contractors
Outside agencies

Performance Measures

- Set realistic measurable goals for own performance and assume responsibility for acquiring knowledge/experience to meet those goals.
- Plans for growth and undertakes change based on regular self-evaluation and the Staff Appraisal process.
- Participates in an annual Staff Appraisal with the Team Leader.

Addendum to Position Description Orderly

Examples of duties performed by the Orderly

General

Assist in movement of patients between departments
Deliver meals to patients
Unpack and stack shelves with supplies
Refill tea, coffee etc in kitchens and coffee machine
Refill water cooler
Maintain care of indoor plants
Mail collection, banking and messages

Equipment, Parcels & Vehicles

Deliver inwards goods and collect outward goods to/from departments
Assemble equipment
Assist in storage of equipment
Transportation of equipment in the community
Movement of equipment within the facility
Deliver vehicles to the garages, cleaners etc

Buildings and Car Park:

Assist with minor maintenance
Wash exterior windows
Water blast exterior walls
Keep car park clean and tidy by clearing rubbish and sweeping entrances
Apply salt to car park when icy

Other duties as directed by the Team Leader