

Assessment Tool for Senior Operations Assistants

Dear Member,

As you are aware, the Union has been fighting to put in place a process for Operations Assistants at Concord Hospital to be reclassified as Senior Operations Assistants. At other hospitals, an assessment tool has been produced to certify Operations Assistants who have five years' service as competent to assist in any type of surgical operation.

Hospital management has proposed an assessment tool similar to that used in other Districts (attached). The Union is seeking your feedback on the proposal. Please email HSU Industrial Officer Luke Maroney at luke.maroney@hsu.asn.au using the subject line 'Senior Operations Assistant Assessment' with any feedback.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

**Concord Repatriation General Hospital
Perioperative Department**



**Permanent Operations Assistant
Assessment Tool of Senior Operations Assistant**

Name/Signature of staff member: _____

Name/Signature of Assessor _____

Date of Original Assessment: _____

Date/s Reviewed: _____

<u>Senior Assessment Criteria</u>	Yes	No	Comments
Has worked in the role of Operations Assistant for at least five (5) years and more			
Has a current performance development plan			
Has good written and verbal communication skills			
Has there been any performance issues in the past 12 months			
<p>Demonstrates the NSW Health CORE values</p> <ul style="list-style-type: none"> ✚ Cooperation (teamwork, able to relieve the Chief Operations Assistant for hands-on duties when required) ✚ Openness (actively listen and communicate with Chief Operations Assistant to provide appropriate assistance eg: assist or relieve Operations Assistant when requested) ✚ Respect (respect differences, advice/assistance with theatre equipment) ✚ Empowerment (support and guide more junior Operations Assistant, leads by example) 			
Has the ability to stay resilient in a highly stressful environment			
<p>Competent to assist in any type of surgical operation including but not limited to the following specialties of the hospital:</p> <ul style="list-style-type: none"> • Vascular • Thoracic/Cardiothoracic 			

<ul style="list-style-type: none"> • Neurosurgery • Plastics • Burns • Orthopaedics • Ophthalmology • ENT • Urology • Head and Neck • Gynae • Dental • Upper Gastrointestinal • Colorectal • Breast and endocrine • Recovery <p>The specific technical competencies relating to surgical operations are outlined in the table on Page 4.</p>			
Able to lift and position patients into any position			
Able to clean all assigned cleaning tasks including Multi Resistant Organism cleaning protocols			
A thorough understanding of all operating theatre table attachments and their use			
All mandatory assessments completed within a timely manner			
Able to complete all set tasks satisfactorily on each rostered shift during rostered hours			
Able to demonstrate an understanding of all the various gasses within the perioperative department			
Able to work independently for all shifts including after hours and night shift (individual situation may be considered)			

Competencies	Date Completed	Signature of Assessor
1. Attending and OR room from start to finish		
2. Changing a CO2 gas cylinder on a laparoscopic tower		
3. Use of Neptune high vac high flow suction machine		
4. Neuro table set up		
5. Set up an Orthopaedic Traction table		
6. Use of Statina bed mover		
7. Transferring patient from bed to Operating table		
8. Set up yellow fin stirrups and lithotomy procedure		