

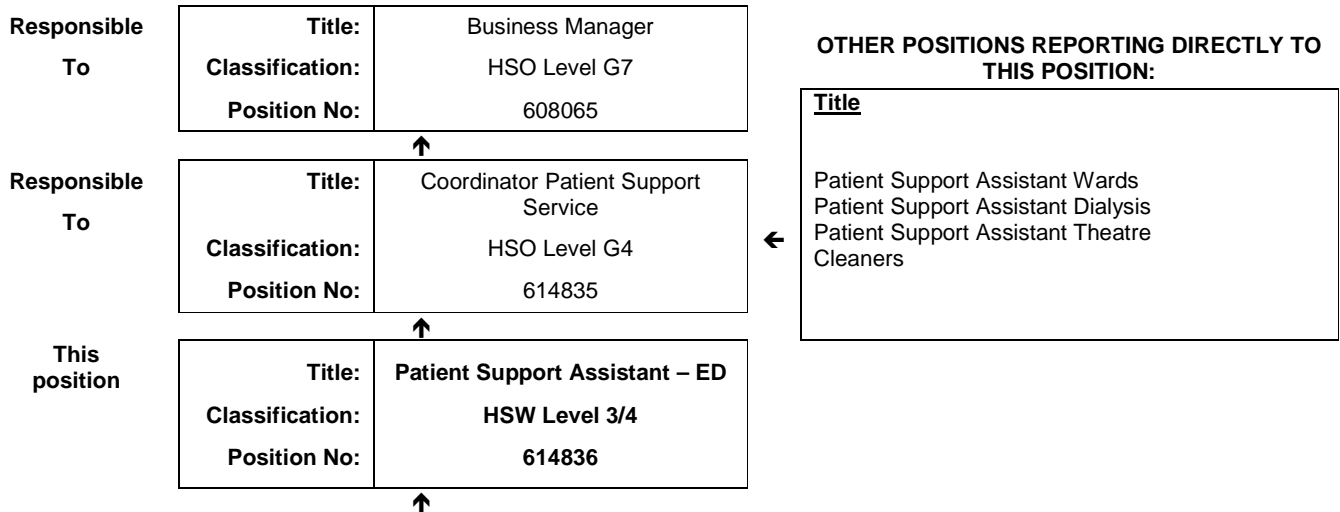


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>PILBARA</b>		<b>Position No:</b>	<b>614836</b>
<b>Division:</b>	Hedland Health Campus	<b>Title:</b>	<b>Patient Support Assistant ED</b>
<b>Branch:</b>	Operations	<b>Classification:</b>	HSW Level 3/4
<b>Section:</b>	Patient Support Services	<b>Award/Agreement</b>	Hospital Support Workers Agreement

### Section 2 – POSITION RELATIONSHIPS



<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Position No.</td> <td style="width: 50%; text-align: center;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Category</td> <td style="width: 50%; text-align: center;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

### Section 3 – KEY RESPONSIBILITIES

Assists with a range of patient support services as directed by Coordinator Patient Support Services and members of the nursing team

**WA Country Health Service- Pilbara**

**20<sup>th</sup> May 2016**

**REGISTERED**

<b>TITLE</b>	<b>Patient Support Assistant ED</b>	<b>POSITION NO</b>	614836
		<b>CLASSIFICATION</b>	HSW Level 3/4



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR PURPOSE**

To improve, promote and protect the health of country Western Australians.

**WHAT WE STAND FOR**

**Quality health services for all.**

**Improving the health of Aboriginal people and those most in need.**

**A fair share for country health.**

**Supporting our team – workforce excellence and stability.**

**OUR VALUES**

***Community*** – making a difference through teamwork, generosity and country hospitality.

***Compassion*** – listening and caring with empathy and dignity.

***Quality*** – creating a quality health care experience for every consumer.

***Integrity*** – accountability, honesty and professional, ethical conduct in all that we do.

***Justice*** – valuing diversity with a fair share for all.



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#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
1.0	<b>Direct Patient Assistance</b>		100%
1.1	Ensure patient rights and dignity, are foremost in all areas of practice.		
1.2	Under direction of nursing staff will: <ul style="list-style-type: none"> <li>- assist in the safe, turning and general patient handling procedures</li> <li>- assist the safe transfer of patients within the unit and, to designated areas of the health service</li> <li>- accompany clients to appointments, within the hospital as directed</li> <li>- collect and deliver documents in accordance with health service policy and procedures.</li> </ul>		
2.0	<b>Linen and Waste Removal</b>		
2.1	Responsible for linen and waste removal within the health service in accordance with service standards and duty statements		
2.2	Responsible for the distribution of clean linen supplies within the service.		
3.0	<b>Meals and Refreshments</b>		
3.1	Responsible for the distribution and collection of patient meals within the service in accordance with service standards and duty statements		
3.2	Responsible for the distribution of patient refreshments and collection in accordance with the service requirements.		
4.0	<b>Cleaning</b>		
4.1	Responsible for the cleaning routines within the unit in accordance with the service standards and duty statements which includes discharge bed making and sanitising of beds		
5.0	<b>Service and process improvement</b>		
5.1	Works collaboratively with Coordinator Patient Support Services and others to identify opportunities to develop and maintain patient focused service and process improvements		
5.2	Undertakes training related to the position.		
5.3	Provides orientation and support to new staff.		
5.4	Ensure that own standards are maintained at a high level and in accordance with best practices		
5.5	Work constructively as a team member and communicates effectively with clients, co workers and the public		
5.6	Attend in-service programs as required and participates in quality assurance programs		
6.0	<b>Mortuary</b>		
6.1	Responsible for the cleaning and mortuary duties as per organisational policies and procedures		
7.0	<b>Stores</b>		
7.1	Replenish and rotate stock as required		
8.0	<b>OTHER</b>		
8.1	Other duties as directed Coordinator Patient Support Services or Clinical Nurse Manager		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Demonstrated experience in commercial cleaning and infection control processes and procedures
2. Demonstrated ability to work in a team environment and with minimal supervision
3. Demonstrated effective communication skills and interpersonal skills including conflict resolution
4. Demonstrated effective organisational skills

**DESIRABLE**

1. Evidence of completion (or progression towards completion) of recognised Patient Support Assistant training course
2. Previous experience of working in a health care setting
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Health and Safety, and how these impact on employment and service delivery.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	<b>South Hedland</b>	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	District allowance if applicable, Annual Travel concession if applicable, one week additional leave for above the 26 degree, air conditioning subsidy if applicable  Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening Clearance</li> <li>• Successful Pre-Placement Health screening Clearance</li> <li>• Working with Children clearance.</li> </ul>		
<b>Specialised equipment operated</b>	Nil		

**Section 7 – CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**WA Country Health Service- Pilbara**  
  
**20<sup>th</sup> May 2016**  
  
**REGISTERED**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Operations Manager - East Pilbara**

**WA Country Health Service- Pilbara**  
  
**20<sup>th</sup> May 2016**  
  
**REGISTERED**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Director**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

**WA Country Health Service- Pilbara**  
  
**20<sup>th</sup> May 2016**  
  
**REGISTERED**