



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA COUNTRY HEALTH SERVICE</b>		<b>Position No:</b>	607079
<b>Division:</b>	Wheatbelt	<b>Title:</b>	<b>Patient Care Assistant</b>
<b>Branch:</b>	Northam	<b>Classification:</b>	HSW Level 3/4
<b>Section:</b>	Support Services	<b>Award/Agreement</b>	Hospital Support Workers Agreement

### Section 2 – POSITION RELATIONSHIPS

Responsible To	<b>Title:</b>	Operations Manager (Western)
	<b>Classification:</b>	HSO G-11
	<b>Position No:</b>	613281
↑		
Responsible To	<b>Title:</b>	Manager, Business & Support Services
	<b>Classification:</b>	HSO G-5
	<b>Position No:</b>	607017
↑		
This position	<b>Title:</b>	<b>Patient Care Assistant</b>
	<b>Classification:</b>	HSW Level 3/4
	<b>Position No:</b>	607079
↑		

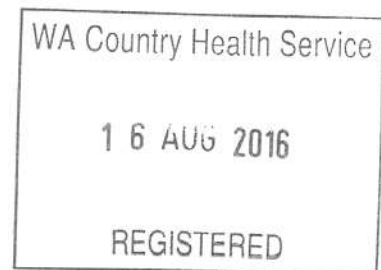
#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<b>Title</b>
Administrative Officers
Orderly & Cleaning Services
Catering Services
Laundry Services

<b>Positions under direct supervision:</b> Nil.			<b>← Other positions under control:</b>		
Position No.	Title		Category	Number	
Nil	Nil	Nil	Nil	Nil	

### Section 3 – KEY RESPONSIBILITIES

Provides personal care to clients of the health service under the direction of a registered nurse. Assists with a range of support services (including home support) as directed by the Manager, Business & Support Services.



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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**

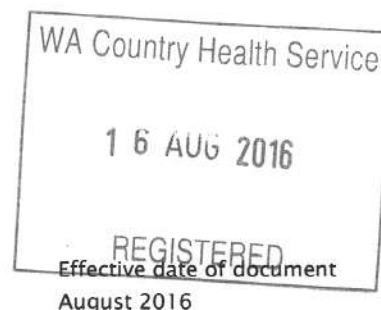
**Community** – making a difference through teamwork, generosity and country hospitality.

**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.

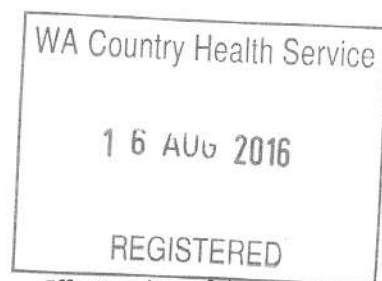


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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>DIRECTED PATIENT ASSISTANCE</b> Under direction will assist in:	<b>D</b>	<b>50</b>
1.1	- the safe lifting, turning and general patient handling procedures.		
1.2	- the safe transfer of patients within the unit and, to designated areas of the health service.		
1.3	- general patient hygiene requirements.		
1.4	- patient feeding.		
1.5	- accompany clients to appointments etc as directed		
1.6	- assist in bed making, sanitising of beds.		
1.7	- Documents care in accordance with health service policy and procedure.		
<b>2.0</b>	<b>LINEN AND WASTE REMOVAL</b>		
2.1	Responsible for linen and waste removal within the health service in accordance with Health Service standards, procedures and policies.	<b>R</b>	<b>15</b>
2.2	Responsible for the distribution of clean linen supplies within the Health Service.		
2.3	Responsible for laundering according to health service standards, policies and procedures.		
<b>3.0</b>	<b>MEALS AND REFRESHMENTS</b>		
3.1	Responsible for the distribution of patient meals within the Health Service.	<b>D</b>	<b>20</b>
3.2	Responsible for the distribution of patient refreshments in accordance with the Health Service requirements.		
3.3	Under direction of the cook responsibility for kitchen duties in accordance with health service policies and procedures.		
<b>4.0</b>	<b>CLEANING</b>		
4.1	Responsible for the daily cleaning routines within the unit in accordance with Health Service standards, procedures and policies.	<b>R</b>	<b>10</b>
<b>5.0</b>	<b>SECURITY</b>		
5.1	Ensures security and safety requirements within the unit are observed in accordance with Health Service policies and procedures.	<b>O</b>	<b>5</b>
<b>6.0</b>	<b>OTHER</b>		
6.1	Other Duties as directed by the Manager, Business & Support Services.	*	*
6.2	Ensures patients rights and dignity are foremost in all areas of practice.		
6.3	Attends in-service programs as required and participates in quality assurance programs.		
6.4	Ensures that own standards are maintained at a high level and in accordance with best practices.		
6.5	Works constructively as a team member and communicates effectively with clients, co workers and the public.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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 – WORK RELATED REQUIREMENTS**

**ESSENTIAL**

1. Completion of or progression towards Certificate 111 Aged Care – Full Certification requirement.
2. Considerate of patient needs, rights and dignity in all areas of practice.
3. Basic understanding of cleaning requirements within a Hospital Environment.
4. Basic understanding of, or experience in patient handling techniques.
5. Physically able to carry out duties.
6. Ability to work in a team environment.
7. Good communication skills both written and verbal.
8. Good organisational skills.
9. Current 'C' or 'C (a)' Class drivers licence

**DESIRABLE**

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery
2. Previous experience within a Hospital Environment.
3. Basic understanding of the safe use and potential hazards associated with cleaning chemicals

**Section 6 – APPOINTMENT FACTORS**

Location	Northam	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Aged Care Criminal Record Screening clearance</li> <li>• Working With Children (WWC) Check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current 'C' or 'C (a)' Class drivers licence</li> </ul>		
Specialised equipment operated	Nil		

**Section 7 – CERTIFICATION**

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

Signature and Date:  
Executive Services

WA Country Health Service  
16 AUG 2016  
REGISTERED

Signature and Date:  
Chief Executive Officer

WA Country Health Service  
16 AUG 2016  
REGISTERED

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