



HSS REGISTERED

Working With Children Check Required

Nutritional Feeds Officer

WA Health – HSUWA – PACTS Industrial Agreement; G-2

Position Number: 00012644

Patient Support Services

Perth Childrens Hospital / QEII Nedlands

Reporting Relationships

Manager, Patient Support Services
HSO G-9
00006779



Food Services Manager
HSO G-7
00012507



This Position



Reporting to this position:

Title	Classification	FTE
• Infant Formula Room Assistant	HSW; Level 3-4	3.0



Also reporting to this supervisor:

- Food Services Supervisor, HSO G3
- Tradesperson Cook; HSW L10
- Cook; HSW L3/4
- Kitchen hand; HSW L1/2
- Food Services Assistant; HSW L1/2

Key Responsibilities

Responsible for the management of the supply of feeds to inpatients, outpatients and hospital departments of Perth Children's Hospital (PCH) and outlying institutions serviced by PCH. The position will have some professional oversight from the Department of Nutrition & Dietetics.

Brief Summary of Duties

1. In consultation with dietitians, medical practitioners and/or nurses, provides an imprest service for feed supplies (eg. standard and specialised infant formula, enteral and nutritional feeds and expressed breast milk) to the wards that complies with the Food Safety Act.
2. Check and maintain appropriate feed inventory levels, monitor stock movement and ensure quality control of feeds stock such as rotation of feeds stock, remove outdated feeds stock.
3. Process feed requests from internal and external departments and outlying facilities, including those requested by dietitians, medical practitioners and/or nurses for inpatient and outpatient feeds.
4. Ensure appropriate information (eg. feed inventory levels, stock movement, rotation of feed stock) is electronically recorded, and generate and analyse reports for management
5. Participates and conducts quality improvement activities related to the provision of feeds supplies by:
 - notifying dietitians, medical practitioners and/or nurses and management of any potential risks
 - ensuring all requests are compliant with clinical and/or corporate governance requirements and patient details are correct before processing requests
 - contribute to the development and implementation of relevant policies and guidelines relating to the supply of feeds
6. Complete appropriate forms to enable Health Support Services (HSS) to send accounts to clients, and ensure feeds stock is costed to site areas and to patients (as required).
7. Liaise with dietitians, medical practitioners and/or nurses and patients and their families for effective and efficient supply of feeds including ensuring that feeds stock required by patients is couriered to home sites.
8. Supervise and oversee the functions performed by the infant formula room assistants
9. Participate and contribute in department meetings, relevant professional development, education and training activities (HACCP) and performance appraisals.
10. Check and process invoices through iProcurement. Investigate and resolve invoice anomalies as required by Financial and Patient Support Services Department.

CAHS Duties

11. Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
12. Performs duties in accordance with Government, WA Health, Child and Adolescent Health Service and Departmental/ Program Specific Policies and Procedures.
13. Performs duties in line with the National Safety and Quality Health Services Standards and within best practice.
14. Performs duties in accordance with the relevant Occupational Safety and Health and Equal Opportunity Legislation and WA Health Code of Conduct.
15. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience in supervision of staff within a large organisation.
2. Demonstrated well developed interpersonal, verbal and written communications skills with the ability to liaise effectively with internal and external stakeholders.
3. Relevant experience in the use of personal computer software applications (e.g. Microsoft Office Suite).
4. Demonstrated ability to supervise, organise, prioritise and coordinate workflow and workload utilising time management skills.
5. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Knowledge and experience of health system software packages including administrative skills in the management of a data base or similar system.
2. Demonstrated awareness of manual handling procedures
3. Commitment to quality improvement processes in work practises.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

Certification

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

Manager / Supervisor Name	Signature or	HE Number	Date
Directorate/ Dept. Head	Signature or	HE Number	Date

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

Occupant Name	Signature or	HE Number	Date
Effective Date			

HCN Registration Details (to be completed by HCN)

Created on	May 2016	Last Updated on	21/3/17 he119831
------------	----------	-----------------	------------------