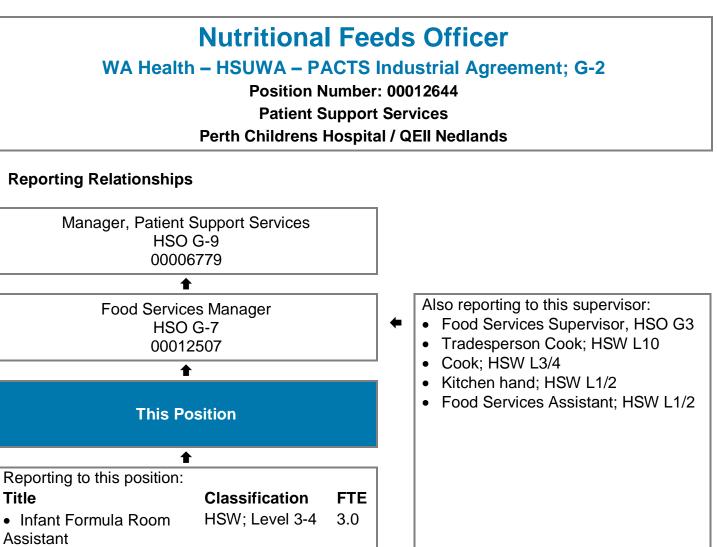


HSS REGISTERED

Working With Children Check Required



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.

Our Vision: We are committed to the pursuit of healthier lives for children and young people. Our Values: Excellence Equity Compassion Integrity Respect

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levels, monitor stock movement and ensure quality control of feeds stock such as rotation of feeds stock, remove outdated feeds stock.
- 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 childrelated 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 Effective Date		Signature	or	HE Number	Date
HCN Registration Details (to be completed by HCN)					
Created on May 2016			Last U	pdated on 21/	/3/17 he119831