

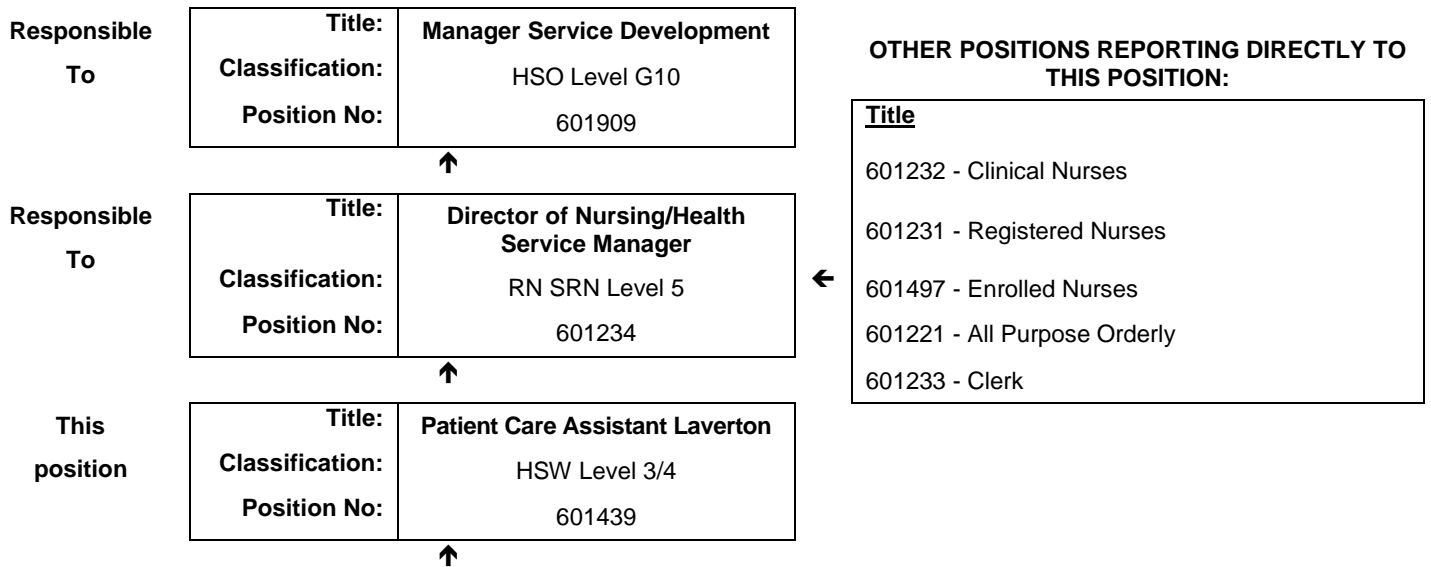


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601439
Division:	Multi Purpose Site	Title:	Patient Care Assistant Laverton
Branch:	Laverton Hospital	Classification:	HSW Level 3/4
Section:	Support Services	Award/Agreement	Hospital Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Position No.	Title			<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Category	Number		
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Section 3 – KEY RESPONSIBILITIES

As a ward based multi-skilled person, is responsible for maintaining a clean and safe environment whilst assisting nurses with patients. Works as part of a multidisciplinary team to provide quality patient care.

**WA Country Health Service –
 GOLDFIELDS**

 23 October 2017

**REGISTERED
 Job Description Form**

TITLE	Patient Care Assistant Laverton	POSITION NO	601439
		CLASSIFICATION	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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times

Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

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

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.



TITLE	Patient Care Assistant Laverton	POSITION NO	601439
		CLASSIFICATION	HSW Level 3/4

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.	Assists with meals and refreshments including: <ul style="list-style-type: none"> Preparation of the patients' environment for meal times. Assists patients with fluids and/or meals under the direction of the Registered Nurse. 		
2.	Provision of a cleaning service including: <ul style="list-style-type: none"> General ward cleaning and associated areas. Cleaning of spills including bodily fluids. Assists in the cleaning of patient equipment (eg bottles, pans) in the Dirty Utility room. Stripping, cleaning and re-making of patients beds (also includes trolleys, cots, chairs, etc) and bed area. 		
3.	Assists nursing staff with patient mobilisation, turns and transfers.		
4.	Assists nursing staff in the provision of patient hygiene needs.		
5.	Provides minor maintenance and cleaning of wheelchairs, beds and equipment.		
6.	Provides a delivery service, including urgent needs.		
7.	Assists nursing staff in the setting up of equipment.		
8.	Assists patients with other requirements, eg flower arrangement, laundering of clothes.		
9.	Maintains safe practice and working environment.		
10.	Participates in quality improvement activities.		
11.	Participates in performance management of self.		
12.	Practices within the limits of own abilities and qualifications.		
13.	Works within governing legislation and hospital policies and procedures.		
14.	Other duties as directed.		
	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 – SELECTION CRITERIA

ESSENTIAL

1. Previous experience in "Hotel Service" type duties.
2. Ability to maintain confidentiality at all times.
3. Ability to work as part of a team and with minimal supervision.
4. Good written & verbal communication skills and sound time management skills.
5. Current knowledge and commitment to Equal Employment Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.

DESIRABLE

1. Previous experience in patient care.
2. Experience in working in a cross cultural environment.

Section 6 – APPOINTMENT FACTORS

Location	Laverton	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check This position is subject to a successful: <ul style="list-style-type: none"> • Aged Care Criminal Record Screening and a Working With Children (WWC) Check • Successful Pre- Placement Health Screening clearance Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
Specialised equipment operated			

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: ____/____/____
Manager Service Development

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

