



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	601591
<b>Division:</b>	Mental Health	<b>Title:</b>	<b>Patient Care Assistant – Mental Health Inpatient Unit</b>
<b>Branch:</b>	Kalgoorlie Health Campus	<b>Classification:</b>	HSW Level 3/4
<b>Section:</b>	Inpatient Unit	<b>Award/Agreement</b>	Hospital Support Workers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b> Regional Manager Mental Health <b>Classification:</b> HSO Level G10 <b>Position No:</b> 601358	<b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b>  <b>Title</b> 601038 – Clerk Mental Health Inpatient Unit 601555 - Registered Nurse 601556 – Clinical Nurse
<b>Responsible To</b>	<b>Title:</b> Clinical Nurse Manager – Mental Health <b>Classification:</b> RN SRN Level 3 <b>Position No:</b> 601548	
<b>This position</b>	<b>Title:</b> Patient Care Assistant – Mental Health Inpatient Unit <b>Classification:</b> HSW Level 3/4 <b>Position No:</b> 601591	

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>				
<table border="1"><thead><tr><th>Position No.</th><th>Title</th></tr></thead><tbody></tbody></table>	Position No.	Title	<table border="1"><thead><tr><th>Category</th><th>Number</th></tr></thead><tbody></tbody></table>	Category	Number
Position No.	Title				
Category	Number				

### Section 3 – KEY RESPONSIBILITIES

Responsible for providing support to clinical staff by using a team approach in the provision of patient service in an acute mental health setting.

**WA Country Health Service –  
GOLDFIELDS**

17 July 2018

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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 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.

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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.	Assists with meals and refreshments including: <ul style="list-style-type: none"> <li>Preparation of the patients' environment at meal times (dining room).</li> <li>Preparing, delivering and collecting meal trays.</li> <li>Distribution, collection and assisting patients with menus.</li> <li>Assists patients with fluids and/or meals under the direction of the Registered Nurse.</li> <li>Preparing and delivering snack meals/early breakfasts/late meals as required.</li> <li>Reheating patient meals as needed.</li> <li>Restocking of consumables.</li> </ul>		
2.	Provision of a cleaning service including: <ul style="list-style-type: none"> <li>General ward cleaning and associated areas, i.e. vacuuming, mopping, dusting, tidying, cleaning windows, collecting and emptying linen bags/rubbish bags, attending to changing of curtains, and other duties as directed by the Clinical Manager.</li> <li>Cleaning of spills including bodily fluids.</li> <li>Assists in the cleaning of patient equipment (eg bottles, pans) in the Dirty Utility room located in Special Care Unit.</li> <li>Stripping, cleaning and re-making of patients beds (also includes chairs, etc) and bed area. Decontaminating discharge and transfer beds.</li> </ul>		
3.	Assists nursing staff with patient mobilisation, turns and transfers where required.		
4.	Assists nursing staff in the provision of patient hygiene needs where required.		
5.	Provides minor maintenance and cleaning of beds and equipment.		
6.	Provides a courier service, including urgent ward needs.		
7.	Ability and an interest to undertake training for management of aggression and patient restraint.		
8.	Assists nursing staff with patient restraint and aggression management.		
9.	Assists patients with other non-nursing duties, eg flower arrangement, laundering of clothing.		
10.	Maintains safe practice and working environment. <ul style="list-style-type: none"> <li>Reports dysfunctional equipment or hazardous areas.</li> </ul>		
11.	Participates in quality improvement activities.		
12.	Participates in ongoing educational development of self.		
13.	Communicates with other members of the team. Interacts with patients in a caring and confident manner.		
14.	Acts as preceptor for new staff as required.		
15.	Participates on working parties and/or committees on request.		
16.	Demonstrates sound ethics and responsibility for personal actions.		
17.	Works within governing legislation and Kalgoorlie-Boulder Health Service policies and procedures.		
18.	Performs other relevant duties as directed by the Clinical Manager.		
	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. Ability to work in a team environment and work with minimal supervision.
2. Good interpersonal skills, written and verbal communication skills.
3. Knowledge of infection control guidelines, manual handling procedures and knowledge of cleaning and food handling practices.
4. Understanding of patient confidentiality and ability to maintain confidentiality at all times.
5. Ability and an interest to undertake training for management of aggression and patient restraint.
6. Possession of current WA C or C-A Class driver's licence or equivalent.
7. Awareness of Equal Employment Opportunity and Occupational Safety and Health policies and procedures.

### DESIRABLE

1. Previous experience working in a psychiatric or other health care environment.
2. Current First Aid Certificate.
3. Certificate III Health Service Assistance (Client/Patient Services) or approved equivalent.
4. Knowledge of Universal Precautions for Infection Control.

## Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Kalgoorlie	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> </ul> This position is subject to: <ul style="list-style-type: none"> <li>• A successful Criminal Record Screening clearance and a Working with Children (WWC) check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Possession of a current WA C or C-A Class drivers licence or equivalent</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> </ul>		
<b>Specialised equipment operated</b>			

## 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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Manager Mental Health**

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.

<b>Name</b>	<b>Signature</b>	<b>Date Appointed</b>	<b>Date Signed</b>

