



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	005475
Division:	MPS Operations	Title:	All Purpose Orderly
Branch:	Plantagenet Cranbrook Health Service	Classification:	HSW Level 3/4
Section:	Support Services	Award/Agreement	Hospital Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Business Manager Classification: HSO Level G-6 Position No: 615781
	↑
Responsible To	Title: Coordinator Support Services Classification: HSO Level G-4 Position No: 615620
	↑
This position	Title: All Purpose Orderly Classification: HSW Level 3/4 Position No: 005475
	↑

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
005458 Food Service Assistant HSW L1/2
005460 Cook HSW L5
005473 Cleaner HSW L1/2
005477 Gardener/Handyperson HSW L3/4
005479 HACCC Cleaner HSW L1/2
005494 All Purpose Orderly/Support Worker HSW L3/4
005496 Cook HSW L5
005497 Food Service Assistant HSW L1/2
005503 Cleaner HSW L1/2
007922 Gardener HSW L1/2
007941 Cleaner/Food Service Attendant HSW L1/2
008039 Domestic Worker HSW L1/2
607920 Domestic Worker HSW L1/2

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

Section 3 – KEY RESPONSIBILITIES

Provides orderly services including cleaning and assists nursing staff with resident care, patient care and emergency care.

WA Country Health Service – Great Southern

10 July 2019

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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

1. Improving health and 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 – JOB DESCRIPTION – DAY SHIFT

Duty No.	Details	Freq.	%
1	Responsible for following the Duty Statement and completing daily checklist for designated shift.	D	100%
2	BASIC NURSING CARE		
2.1	Continuous liaison with nursing staff and carer's as to condition of residents.	D	40%
2.2	Assistance with patients and residents.	D	
2.3	Assist to shower and toilet nursing home residents and acute patients.	D	
2.4	Assist with feeding high care residents as required.	D	
2.5	Assist with patient/resident lifting, utilising appropriate equipment.	D	
2.6	Assist to bed residents.	D	
3	CLEANING		
3.1	Attend to daily and monthly cleaning listed in Duty Statement.	D	30%
3.2	Complete daily checklists.	D	
3.3	Restocking where required.	O	
3.4	Collection of soiled linen.	D	
3.5	Collection of Medical waste.	D	
4	ACCIDENT AND EMERGENCY		
4.1	<u>Provide assistance in A&E when required.</u>	D	
5	OTHER DUTIES		
5.1	Check & maintain Oxygen supplies and storeroom daily.	O	30%
5.2	Attend to mortuary duties as required.	R	
5.3	Attend to minor maintenance requisitions in the absence of Gardener/Handyman if deemed essential to maintaining patient care.	O	
5.4	Attend to any other duties as requested by Line Manager/Supervisor.	R	

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Section 4 – JOB DESCRIPTION – NIGHT SHIFT

Duty No.	Details	Freq.	%
1	Responsible for following the Duty Statement and completing daily checklist for designated shift.	N	
2	Priority cleaning duties and special cleans between 2130 & 0230am. Between 2130 & 0230 be available to assist nursing staff and carers with patient/resident turns.	N	
3	BASIC NURSING CARE		40%
3.1	Continuous liaison with nursing staff and carer's as to condition of residents.	N	
3.2	Assistance with patients and residents.	N	
3.3	Assist to shower and toilet nursing home residents and acute patients.	N	
3.4	Assist with feeding high care residents.	N	
3.5	Assist with patient/resident lifting, utilising appropriate equipment.	N	
3.6	Assist to bed residents.		
4	CLEANING		40%
4.1	Attend to daily and monthly cleaning listed in Duty Statement.	N	
4.2	Complete daily checklists.	N	
4.3	Restocking where required.	N	
4.4	Collection of soiled linen.	N	
4.5	Collection of Medical waste.	N	
5	ACCIDENT AND EMERGENCY		20%
5.1	<u>Provide assistance in A&E when required.</u>	N	
6	OTHER DUTIES		
6.1	Attend to mortuary duties as required.	R	
6.2	Attend to minor maintenance requisitions in the absence of Gardener/Handyman if deemed essential to maintaining patient care.	O	
6.3	Attend to any other duties as requested by Line Manager/Supervisor. Any other duties as requested by line manager.	D	

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Section 4 – JOB DESCRIPTION – EVENING SHIFT

Duty No.	Details	Freq.	%
1	Responsible for following the Duty Statement and completing daily checklist for designated shift.	N	
2	Priority cleaning duties and special cleans between 1400 & 1700 - Between 1700 & 2100 assist nursing staff and carers with patient/resident.	R	
3	BASIC NURSING CARE		
3.1	Continuous liaison with nursing staff and carer's as to condition of residents.	R	70%
3.2	Assistance with patients and residents.	W	
3.3	Assist to shower and toilet nursing home residents and acute patients.	N	
3.4	Assist with feeding high care residents.	N	
3.5	Assist with patient/resident lifting, utilising appropriate equipment.	N	
3.6	Assist to bed residents.	N	
4	CLEANING		
4.1	Attend to daily and monthly cleaning listed in Duty Statement.	N	
4.2	Complete daily checklists.	N	
4.3	Restocking where required.	N	30%
4.4	Collection of soiled linen.	W	
4.5	Collection of Medical waste.	N	
5	ACCIDENT AND EMERGENCY		
5.1	<u>Provide assistance in A&E when required.</u>	W	
6	OTHER DUTIES		
6.1	Attend to mortuary duties as required.	O	
6.2	Attend to minor maintenance requisitions in the absence of Gardener/Handyman if deemed essential to maintaining patient care.	R	
6.3	Attend to any other duties as requested by Line Manager/Supervisor. Any other duties as requested by line manager.	R	
	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. Demonstrated understanding of patient’s rights to privacy and dignity
2. Demonstrated ability to work as part of a team and unsupervised
3. Good communication and interpersonal skills
4. Commitment to providing a quality service and safe work practices
5. Possession of or willingness to work towards Certificate III in Aged Care
6. Current ‘C’ class drivers licence

DESIRABLE

1. Possession of ‘MR’ class driver’s licence
2. Previous hospital, nursing home or similar experience
3. Demonstrated experience and ability to perform minor repairs and maintenance functions to plant, machinery, buildings and equipment
4. Possession of Certificate III in Health Support Services (Cleaning and Client /Patient Care)
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

Section 6 – APPOINTMENT FACTORS

Location	Mount Barker	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements • Successful Aged Care Criminal Record Screening clearance and Working With Children (WWC) Check • Successful Pre- Placement Health Screening clearance • Current ‘C’ class drivers licence 		
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

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

