

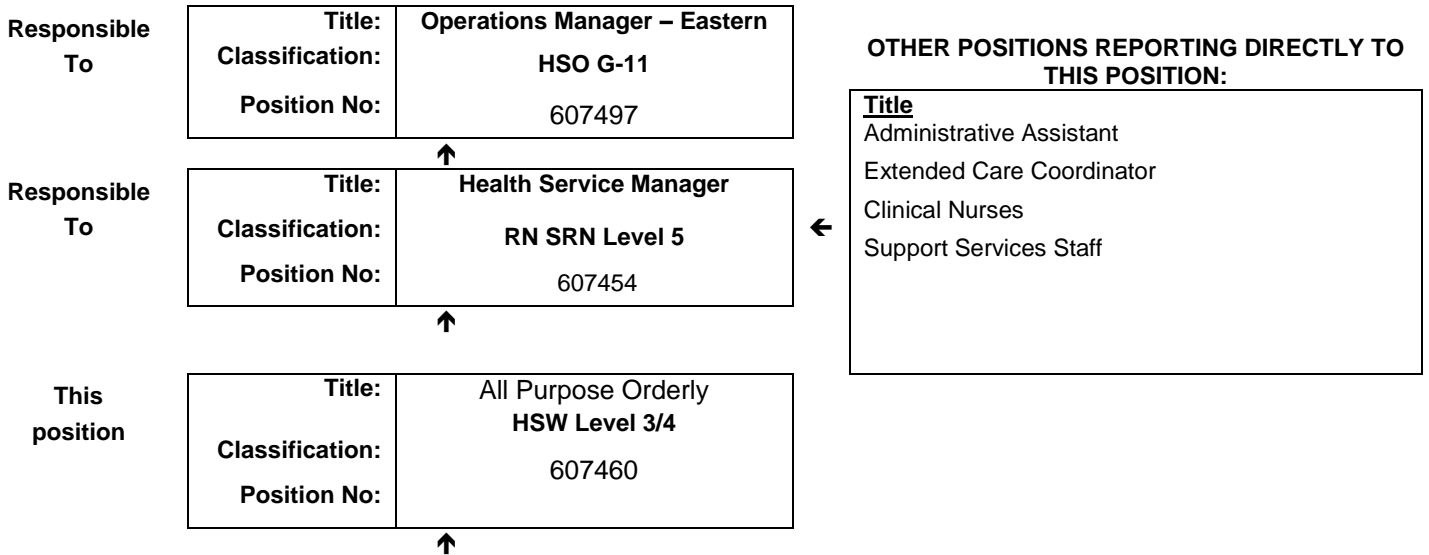


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

|                           |                         |                        |                                    |
|---------------------------|-------------------------|------------------------|------------------------------------|
| WA COUNTRY HEALTH SERVICE |                         | <b>Position No:</b>    | 607460                             |
| <b>Division:</b>          | Wheatbelt Region        | <b>Title:</b>          | All Purpose Orderly                |
| <b>Branch:</b>            | Eastern District        | <b>Classification:</b> | HSW Level 3/4                      |
| <b>Section:</b>           | Southern Cross Hospital | <b>Award/Agreement</b> | Hospital Support Workers Agreement |

### Section 2 – POSITION RELATIONSHIPS

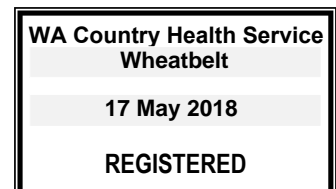


|  |       |   |        |
|--|-------|---|--------|
| <b>Positions under direct supervision:</b> |       | <b>← Other positions under control:</b> |        |
| Position No.                               | Title | Category                                | Number |

### Section 3 – KEY RESPONSIBILITIES

Responsible for the provision of Orderly support services as required by the needs of the Health Service.

This role contributes to the delivery of safe patient centred care and the consumers' experience ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.



|       |                     |                |               |
|-------|---------------------|----------------|---------------|
| TITLE | All Purpose Orderly | POSITION NO    | 607460        |
|       |                     | 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**

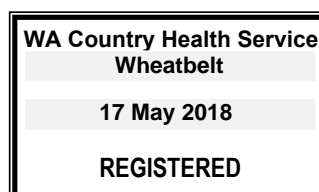
**Community** – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

**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.

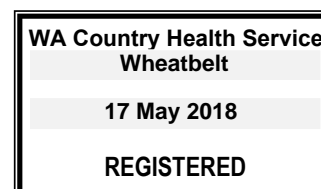


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#### Section 4 – STATEMENT OF DUTIES

| Duty No.   | Details   | Freq. | % |
|------------|---|-------|---|
| <b>1.0</b> | <b>PATIENT HANDLING</b>   |       |   |
| 1.1        | Responsible for the day-to-day operation of the Orderly Work Schedules within the Southern Cross District Hospital, in accordance with procedures and instructions as set out in Hospital Policies. |       |   |
| 1.2        | Responsible for the safe transfer of patients as required within the hospital, between hospitals and between hospital and the patient's home, when required.  |       |   |
| 1.3        | Responsible for the safe lifting, turning and general patient handling procedures.  |       |   |
| <b>2.0</b> | <b>LINEN AND WASTE DISPOSAL</b>   |       |   |
| 2.1        | Responsible for ensuring that adequate supplies of linen are available for the ward areas.  |       |   |
| 2.2        | Responsible for ensuring that all waste is disposed of according to Hospital Standards, Procedures and Policies.  |       |   |
| <b>3.0</b> | <b>TEAM PARTICIPATION</b>   |       |   |
| 3.1        | Positively participates in and promotes the team concept within workplace.  |       |   |
| 3.2        | Positively participates in performance management.  |       |   |
| <b>4.0</b> | <b>SECURITY OF HOSPITAL</b>   |       |   |
| 4.1        | Assist with the maintenance of a secure environment for Patients and staff.   |       |   |
| 4.2        | Facilitate in the management of aggressive and/or disorderly patients or visitors.  |       |   |
| 4.3        | If necessary, provide after hours assistance (if available.), to ensure a secure environment for patients and staff.  |       |   |
| <b>5.0</b> | <b>CLEANING</b>   |       |   |
| 5.1        | Cleaning of designated orderly items as required, including Windows, cars, carpets, and stoves.   |       |   |
| <b>6.0</b> | <b>GARDENING</b>  |       |   |
| 6.1        | Responsible for the garden maintenance of hospital Residences and surrounding grounds of hospital   |       |   |
| 6.2        | Responsible to carry out HACC Gardening to clients in the community   |       |   |
| <b>7.0</b> | <b>HANDLING DECEASED PERSONS &amp; MORGUE DUTIES</b>  |       |   |
| 7.1        | Responsible for maintaining clean & hygienic standards within the Morgue building.  |       |   |
| <b>8.0</b> | <b>OTHER DUTIES</b>   |       |   |
| 8.1        | Attend In-Service Training programs as formulated and set by Hospital Management.   |       |   |
| 8.2        | Be aware of hospital security and fire procedures for the well being of Patients, Staff and Hospital Property.  |       |   |
| 8.3        | To be aware and participate in the commitment to the Hospital Quality Improvement Programs.   |       |   |
| 8.4        | To positively participate in performance development program.   |       |   |
|            | Carry out other duties as required by the Health Service Manager  |       |   |

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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 relate to patients and hospital staff in a team environment
2. An understanding of orderly functions within a Hospital environment.
3. Good written and verbal communication skills
4. Physically able to assist in patient handling
5. Knowledge of occupational health and safety issues
6. Current C Class drivers licence

**DESIRABLE**

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
2. Previous orderly experience in a hospital environment

**Section 6 – APPOINTMENT FACTORS**

|   |  |                      |   |
|---|--|----------------------|---|
| <b>Location</b>                                   | Southern Cross   | <b>Accommodation</b> | As determined by the WA Country Health Service Policy |
| <b>Allowances/<br/>Appointment<br/>Conditions</b> | Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Aged Care Criminal Record Screening clearance</li> <li>• Successful Working With Children Check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current C Class drivers licence</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: \_\_\_\_\_  
**Executive Services**

**WA Country Health Service  
Wheatbelt**

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**17 May 2018**

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**REGISTERED**

Signature and Date: \_\_\_\_\_  
**Chief Executive Officer**

**WA Country Health Service  
Wheatbelt**

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**17 May 2018**

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**REGISTERED**

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 |
|------|-----------|----------------|-------------|
|      |           |                |             |
|      |           |                |             |
|      |           |                |             |