

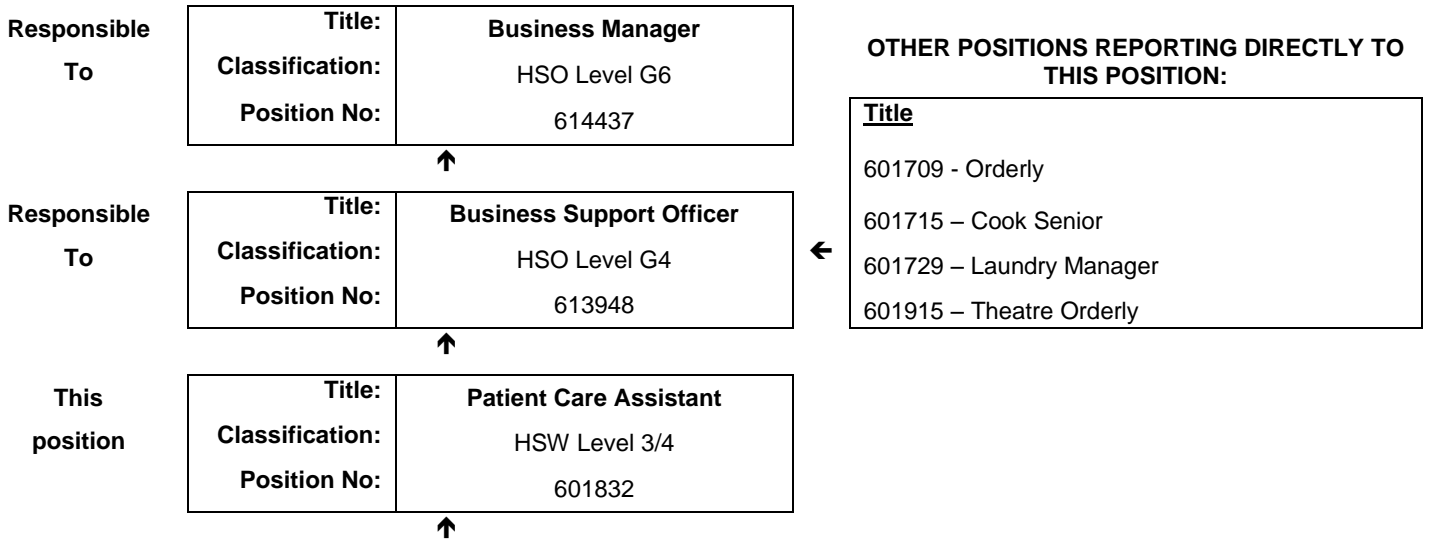


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	601832
<b>Division:</b>	Operations	<b>Title:</b>	<b>Patient Care Assistant</b>
<b>Branch:</b>	Esperance Health Campus	<b>Classification:</b>	HSW Level 3/4
<b>Section:</b>	Patient Support Services	<b>Award/Agreement</b>	Hospital Support Workers Agreement

### Section 2 – POSITION RELATIONSHIPS



<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Position No.</td> <td style="width: 50%; text-align: center;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Category</td> <td style="width: 50%; text-align: center;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

### 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.

**WA Country Health Service –  
GOLDFIELDS**

**2 September 2016**

**REGISTERED  
Job Description Form**

TITLE	Patient Care Assistant	POSITION NO	601832
		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 approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR PURPOSE**

To improve, promote and protect the health of country Western Australians.

**WHAT WE STAND FOR**

- Quality health services for all.
- Improving the health of Aboriginal people and those most in need.
- A fair share for country health.
- Supporting our team – workforce excellence and stability.

**OUR VALUES**

- Community** – making a difference through teamwork, generosity and country hospitality.
- Compassion** – listening and caring with empathy and dignity.
- Quality** – creating a quality health care experience for every consumer.
- Integrity** – accountability, honesty and professional, ethical conduct in all that we do.
- Justice** – valuing diversity with a fair share for all.

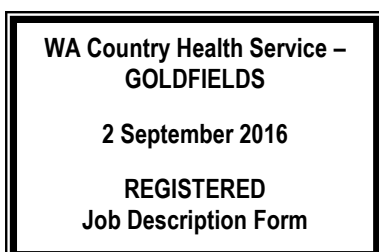
<p>WA Country Health Service – GOLDFIELDS</p> <p>2 September 2016</p> <p>REGISTERED Job Description Form</p>
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<b>TITLE</b>	<b>Patient Care Assistant</b>	<b>POSITION NO</b>	601832
		<b>CLASSIFICATION</b>	HSW Level 3/4

#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
1.	Assists with meals and refreshments including: <ul style="list-style-type: none"> <li>Preparation of the patients' environment for meal times.</li> <li>Preparing, delivering and collecting 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>Maintains stock levels in ward pantry.</li> </ul>	D	
2.	Provision of a cleaning service including: <ul style="list-style-type: none"> <li>General ward cleaning and associated areas.</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.</li> <li>Stripping, cleaning and re-making of patients beds (also includes trolleys, cots, chairs, etc) and bed area.</li> </ul>	D	
3.	Assists nursing staff with patient mobilisation, turns and transfers.	D	
4.	Assists nursing staff in the provision of patient hygiene needs.	D	
5.	Provides minor maintenance (including completion of workshop requisitions for minor repairs) and cleaning of wheelchairs, beds and equipment.	R	
6.	Maintain stock levels in consumables store and check incoming stock.	R	
7.	Provides a courier service, including urgent ward needs.	R	
8.	Assists nursing staff in the setting up of equipment.	R	
9.	Replace gas cylinders as required.	R	
10.	Assists patients with other non-nursing duties, eg flower arrangement, television services.	D	
11.	Answer telephones as required.	D	
12.	Maintains safe practice and working environment.	D	
13.	Participates in quality improvement activities.	R	
14.	Participates in ongoing educational development of self.	O	
15.	Acts as preceptor for new staff as required.	O	
16.	Participates on working parties and/or committees on request.	O	
17.	Demonstrates sound ethics and responsibility for personal actions.	D	
18.	Works within governing legislation and Goldfields South East Health Region policies and procedures.	D	
19.	Performs other relevant duties as directed by the 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.		100

Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually



TITLE	Patient Care Assistant	POSITION NO	601832
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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 with minimal supervision and as part of a team.
4. Good written & verbal communication skills.
5. Sound time management skills.
6. Awareness of Equal Employment Opportunity and Occupational Safety and Health legislation issues in the workplace.
7. Possession of a current WA C or C-A Class driver's licence.

**DESIRABLE**

1. Current first aid certificate.
2. Certificate III Health Service Assistance (Client/Patient Services) or approved equivalent.
3. Knowledge of Universal Precautions for Infection Control.

**Section 6 – APPOINTMENT FACTORS**

Location	Esperance	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance and a Working with Children (WWC) check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current WA C or C-A Class drivers licence</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> </ul>		
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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Operations 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

