



HSS Registered

Patient Support Assistant
Hospital Support Workers Agreement: HSW Level 3/4
Position Number: 007079
Patient Support Services
Rockingham General Hospital / Rockingham Peel Group

Reporting Relationships

Support Services Manager
 Award Level: HSO G8
 Position Number: 111689



Coordinator Patient Support Services
 Award Level: HSO G5
 Position Number: 007006



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:

- Cleaner, HSW Level 1/2



Key Responsibilities

Clean ward areas, provide catering services, assist nursing staff with lifts and intra-hospital transfers and collect and distribute specimens as required.

Brief Summary of Duties (in order of importance)

1. Cleaning

- 1.1 Static and wet mop all floors.
- 1.2 Vacuum when and where necessary.
- 1.3 Damp dusting (for example high and low: benches, window sills, furniture).
- 1.4 Check and organise rubbish and soiled linen ready for collection.
- 1.5 Clean and defrost all fridges, except drug fridges.
- 1.6 Clean ward trolleys (for example resuscitation trolleys).
- 1.7 Clean toilets and bathrooms.
- 1.8 Clean glass, as required.
- 1.9 Clean walls, as required.
- 1.10 Clean all spillages, as required.
- 1.11 Totally clean discharge room/beds plus surrounding areas (baby bath, high chair).
- 1.12 Change beds and privacy curtains, as required.
- 1.13 Clean treatment and pan rooms.
- 1.14 Clean pantry and tidy after meals and drink distribution.
- 1.15 Be responsible for store and imprest room (ie put away items delivered and keep tidy).
- 1.16 Assemble bed packs and baby bundles, as required.
- 1.17 Shampoo carpets, as required.

2. Food and Drink

- 2.1 Check meal list (new patients, special diets etc before breakfast, lunch and dinner).
- 2.2 Check pantry fridges for drinks and left over food.
- 2.3 Check supply of bread, biscuits, cutlery etc and replenish stock.
- 2.4 Distribute patient meals.
- 2.5 Clean fridge inside and out daily.
- 2.6 Put leftover trays and food on trolley for pick-up to kitchen.
- 2.7 Tidy pantry after each meal.
- 2.8 Replenish water containers in fridge.
- 2.9 Distribute drinks and special snacks.
- 2.10 Refrigerate baby bottles.
- 2.11 Restock daily, discard old stock.

3. Orderly

- 3.1 Assist nursing staff with patient lifting and movement (e.g. ward to ward, xray).
- 3.2 Collection and distribution of specimens.
- 3.3 As appropriate, collect requisition and other items according to requirements (the on call PCA service will be available where it is inappropriate for a PCA to leave the ward).

4. Other

- 4.1 Assists patient with meals, as required.

5. SMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Participates in an annual performance development review.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Previous patient care and/or cleaning experience including knowledge of hygiene standards and universal precautions.
2. Good written and verbal communications skills.
3. Demonstrated ability to work with minimal supervision.
4. Ability to work as part of a team.
5. Understanding and ability to maintain confidentiality.
6. Empathy with the hospital's commitment to patient focused service.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Previous catering experience servicing vulnerable persons.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager / Supervisor Name	Signature or	HE Number	Date
---------------------------	--------------	-----------	------

Dept. / Division Head Name	Signature or	HE Number	Date
----------------------------	--------------	-----------	------

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
---------------	--------------	-----------	------

Effective Date

HSS Registration Details (to be completed by HSS)

Created on

Last Updated on

18/08/2017 he126698