



HSS Registered

Working with Children (WWC) Check Required

Patient Care Assistant
Hospital Support Workers Agreement; HSW Level 3/4
 Position Number: 00012652
 Patient Support Services
 Perth Children’s Hospital / QEII Nedlands

Reporting Relationships

Manager Patient Support Services
 HSO Level G9
 Position Number: 00012640



Floor Supervisor
 HSO Level G3
 Position Number: 00013265



This Position



Reporting to this position:

Title	Classification	FTE
• Title	Award; Level	FTE
• Title	Award; Level	FTE

Also reporting to this supervisor:

- Cleaners; HSW Level 1/2

Key Responsibilities

Provides support to the multi-disciplinary team in the provision of high quality patient care by undertaking a range of duties including cleaning, intra-hospital patient and equipment transfers and assisting nursing staff with patient care activities.

Brief Summary of Duties (in order of importance)

1. Cleaning Services

- Carries out cleaning in infectious environments.
- Cleans patient rooms / ensuites including beds, bed areas and medical equipment / medical fixtures.
- Cleans patient equipment, including lockers, heart tables, ward trolleys and chairs.
- Cleans and decontaminates bedpans, urinals, commodes, wash bowls, trolleys etc.
- Cleans clinical, utility, storage areas and other surfaces on a daily basis and as required.
- Maintains a clean and tidy environment in bathrooms and toilets between routine cleaning.
- Clean ward trolleys (Resuscitation Trolley).
- Carries out ward tidy rounds, changes patient bedside rubbish bags and replenishes consumables.
- Removes dirty linen bags and waste from Ward to central collection point.
- Disposes of sharps containers and replaces with empty sharps containers.

2. General Services

- Assists nursing staff with patient care activities including patient transfers, turning, lifting, re-positioning, movement, and ambulation of patients.
- Assists patients with preparation for meals and refreshments by preparing the patient's environment at meal times and assists food service staff with meal tray collection as required.
- Makes patient beds (including the preparation of post op beds, and trolleys etc.).
- Provides and stores clinical equipment e.g. intravenous poles, bowls and hygiene equipment.

3. Transportation Services

- Transfers patients and equipment to designated areas.
- Collects and delivers items, messages, specimens and equipment.

4. CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes 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.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated competence in assisting nursing staff with tasks and duties related to the care of patients.
2. Demonstrated knowledge of cleaning practices, techniques and equipment, including knowledge of hygiene standards and universal precautions.
3. Demonstrated knowledge in manual handling principles and techniques (including patient handling).
4. Demonstrated effective interpersonal skills appropriate to a patient care environment.
5. Good verbal and written communication skills.
6. Demonstrated ability to work cooperatively in a team environment and with limited supervision.

Desirable Selection Criteria

1. Completion of, or commitment to undergo training for Certificate II/III in Health Support Services or equivalent.
2. Previous experience as Patient Care Assistant in a Hospital or Healthcare environment.
3. 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
..... Directorate/ Dept. Head Signature or HE Number Date

..... Occupant Name Signature or HE Number Date
..... Effective Date			

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

HSS Registration Details (to be completed by HSS)

Created on	Insert date	Last Updated on	12/04/2018 he108284
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