



HSS REGISTERED

Transport Officer
Hospital Support Workers Agreement: HSW Level 7
Position Number: 103708
Patient Support Services
Royal Perth Bentley Group

Reporting Relationships

Assistant Manager, Patient Support Services
 HSO Level G7
 106079



Transport Coordinator
 HSO Level G4
 106176



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Courier HSW Level 5, 1 FTE

Key Responsibilities
 Responsible for transporting patients, staff, equipment and materials. Provides strong customer service whilst assisting patients and providing support to clinical and non-clinical staff.

Brief Summary of Duties (in order of importance)

1. Transport Officer

- 1.1 Transports staff and patients (ambulant and non-ambulant), including patients who have spinal injuries or who otherwise require the use of a stretcher:
 - Between Royal Perth Hospital and other government hospitals and nursing homes, including regional hospitals.
 - To/from other destinations as required.
- 1.2 Works in conjunction with Emergency services when necessary, including Police and Ambulance services.
- 1.3 Collects and delivers radioactive materials, specimens, clean and soiled linen, stores, medical records, pharmaceutical items, medical equipment, patient equipment, property and other items as required.
- 1.4 Inspects vehicles to ensure that water, battery, oil and fuel levels are adequately maintained and reports any vehicle damage and/or faults to the Transport Coordinator.
- 1.5 Maintains vehicles in a clean condition.
- 1.6 Maintains adequate stock levels and ensures all equipment, including vehicle equipment, is maintained in a clean and sound operating condition.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Completion of Certificate III or equivalent in Australian Qualifications Framework in a relevant field (e.g. Health Support Services).
2. Has well developed organisational and time management skills.
3. Good communication and interpersonal skills including the ability to interact with people from diverse backgrounds.
4. Demonstrated ability to work unsupervised as well as part of a team.
5. Demonstrated knowledge in manual handling principles and techniques.
6. Commitment to the provision of a patient/customer focussed service.
7. Current "C" or "C-A" class drivers licence.

Desirable Selection Criteria

1. Previous experience in Hospital Patient Transport or a healthcare environment.
2. Advanced Driver Training qualification.
3. Senior First Aid Certificate.
4. 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.
- Evidence of current "C" or "C.A." class drivers licence must be provided prior to commencement.
- 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
Richard Jarvis		HE116398	08/06/2018
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	13 June 2018
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