



## HSS Registered

**Patient Care Assistant**  
**Hospital Support Workers Agreement: Level 3/4**  
**Position Number: 006158**  
**Patient Support Services**  
**Armadale Health Services / East Metropolitan Health Service**

### Reporting Relationships

Manager Patient Support Services  
 HSO L7  
 Position Number: 005193



Co-ordinator Patient Support Services  
 HSO L4  
 Position Number: 007922



**This Position**



[Empty box for reporting relationships]

Also reporting to this supervisor:  
 • Various

**Key Responsibilities**  
 To provide support to the multi-disciplinary team in the provision of high quality client care by undertaking a range of duties utilising a rehabilitation model of care. Provide culturally appropriate healthcare and/or services to patients, clients and visitors.



## Brief Summary of Duties (in order of importance)

### 1. Client Care Duties

- 1.1 Escorts clients to appointments, clinics, wards etc.
- 1.2 Assists with the provision of meals and refreshments through assisting the client in the preparation of the environment at meal times & assisting clients in the preparation of snacks as required.
- 1.3 The Delivery of meals to the unit.
- 1.4 The preparation of client's requirements for personal care activities.
- 1.5 Reporting any issues or concerns identified during interactions with clients and/or carers to senior staff.

### 2. Hotel Service

- 2.1 Assists the team/clients with making of their bed as required.
- 2.2 Assists the preparation of discharge and transfer beds as required.
- 2.3 Maintains a clean and tidy environment by:
  - Vacuuming/mopping floors as required and in accordance with Hospital Standards.
  - Tidying and damp dusting as required.
- 2.4 Collecting & emptying linen and rubbish for central disposal.
- 2.5 Attending to spillage's as required.
- 2.6 Maintains stock levels of linen supplies within the unit.
- 2.7 Attends to requests to undertake message/courier functions.
- 2.8 Reports hazards to the Clinical Nurse Specialist.
- 2.9 Responds to accidents and emergencies and threats as an integral part of the response team.

### 3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 4. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Completion of a recognised Patient Care Assistant training programme to a minimum of Certificate 2 or equivalent recognised programme including hospital based training.
2. Knowledge of and ability to maintain a clean and safe environment.
3. Ability to assist clinical staff with duties related to clients in their care.
4. Ability to participate with activities related to manual handling.
5. Experience in working as part of a team.
6. Demonstrated skills in relation to managing time and prioritising tasks effectively.

### Desirable Selection Criteria

1. Experience working in a Health Service.
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.

Pam Horan

He70927

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

18/06/2018