



HSS REGISTERED

Patient Care Assistant – Endoscopic Cleaner

Health Support Workers Agreement; Level 3/4

Position Number: 006187

Endoscopy / Perioperative / Support

Armadale Health Service/ East Metropolitan Health Service

Reporting Relationships

Nurse Coordinator - Surgical
RN SRN Level 7
Position Number: 603091



Nurse Unit Manager
RN SRN Level 4
Position Number: 006168



This Position



Directly reporting to this position:

Title	Classification	FTE
Nil		

Also reporting to this supervisor:

- Various

Key Responsibilities

As part of a multidisciplinary team contributes by undertaking duties as an Endoscopic Scope Cleaner. Providing support to Endoscopy and CSSD Service in accordance with Australian Standards for Sterilisation/Gastroenterology Nurse College of Australia Standards. and EMHS policies, procedures and guidelines.

Brief Summary of Duties (in order of importance)

1. Clinical

- 1.1. Provides Endoscopic Scope Cleaning services by decontamination, reprocessing and documenting of process.
- 1.2. Demonstrated ability to interpret data and implement processes in conjunction with the Endoscopy SRN Level1.
- 1.3. Completes clinical documentation and undertakes other administrative tasks as required.
- 1.4. Assists with the ordering, receipt and stock control in consultation with the Endoscopy SRN Level 1.
- 1.5. Utilise all resources effectively and efficiently.
- 1.6. Participates in departmental and other meetings as required to meet organisational and service objectives.
- 1.7. Reports hazards to the Endoscopy SRN Level 1.

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 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. Demonstrated skills in relation to managing time and prioritising tasks effectively within a designated workload.
4. Demonstrated effective interpersonal, written and verbal communication skills.
5. Demonstrated ability to work effectively in multidisciplinary team setting.

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:

- 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
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..... Dept. / Division Head Name Signature	or HE Number Date
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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	OCTOBER 2018
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