



HSS REGISTERED

Patient Support Assistant
Hospital Support Workers Agreement: HSW Level 3/4
Position Number: 002771
Patient Support Services
Fremantle Hospital and Health Service / South Metropolitan Health Service

Reporting Relationships

Manager Patient Support Services
 HSO G9
 000079



Coordinator Patient Support Services
 HSO G4
 001631



This Position



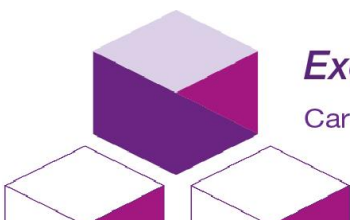
Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:
 • Cleaners

Key Responsibilities

Catering Duties: Serves all patient meals, collects dishes and returns trolleys.
 Cleaning Duties: Maintains cleanliness of the ward/unit or department as required.
 Transport Duties: Carries out patient movement and transfers within the hospital.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Catering

- 1.1 Distributes, collects and collates patient's menus.
- 1.2 Collects patient meals trolleys and pantries, distributes meals to patients, collects trays and returns trolleys back to collect point
- 1.3 Undertake beverage/snack rounds.
- 1.4 Orders, receives and stores catering impress items.
- 1.5 Attends to patients water jugs.

2. Cleaning

- 2.1 Cleans all areas according to agreed infection control cleaning standards.
- 2.2 Moves rubbish and linen to collection points.
- 2.3 Cleans and makes all discharge and transfer beds.
- 2.4 Orders, receives and stores cleaning impress items, store requirements and linen for the ward.
- 2.5 Attends to special room cleans as and when required.

3. Transporting Activities

- 3.1 Transfer patients and equipment to designated areas as directed by nursing staff.
- 3.2 Collects and delivers urgent supply items, medication, specimens, patient records and any other relevant equipment to the area.
- 3.3 Undertakes (with nursing supervision) movement and turning of patients as requested.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Accredited Patient Support Assistant Course or Certificate III in Health Services Assistant or equivalent.
2. Demonstrated knowledge of cleaning and hygiene practices (including infection control guidelines), Food Safe and manual handling procedures (including patient handling).
3. Commitment to a Patient/Customer focussed service and the ability to work with limited supervision.
4. Demonstrated effective interpersonal skills and ability to work cooperatively in a team environment.
5. Good communication skills (oral and written).
6. Physical capacity to perform the duties of the position.

Desirable Selection Criteria

1. Current WA Drivers Licence
2. Experience working within a hospital environment
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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.

Michele McNamara	Signature	or	HE56558	14/09/2019
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 14/09/2019				

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on September 2019
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