



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	610008
Division:	South West	Title:	Patient Care Assistant Critical Care Bunbury
Branch:	Bunbury Hospital	Classification:	HSW Level 3/4
Section:	Critical Care Directorate	Award/Agreement	Hospital Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Coordinator of Nursing and Midwifery
	Classification:	RN SRN Level 7
	Position No:	613417

Responsible To	Title:	Nurse Unit Manager
	Classification:	RN SRN Level 3
	Position No:	610189

This position	Title:	Patient Care Assistant Critical Care Bunbury
	Classification:	HSW Level 3/4
	Position No:	610008

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Clinical Nurse Specialist
Clinical Nurse
Registered Nurse
Advanced Skilled Enrolled Nurse
Enrolled Nurse
Nursing Assistant
Ward Clerk



	← Other positions under control:				
Position No. Nil	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Category	Number		
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Section 3 – KEY RESPONSIBILITIES

Responsible for providing support to clinical staff (Doctors, Nursing Staff and Allied Health), by using a Ward based team approach in the provision of quality patient care.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	MEALS AND REFRESHMENTS	D	30
1.1	Preparation of the patients environment at meal times.		
1.2	Assisting with opening of containers, spreading of condiments etc.		
1.3	Delivering and collecting meal trays.		
1.4	Cleaning and refilling water jugs at the bedside.		
1.5	Preparing and delivering snack meals/early breakfasts as required.		
1.6	Maintaining a clean and tidy ward pantry environment.		
1.7	Reheating patient's meals as needed.		
1.8	Restocking of ward consumables.		
2.0	CLEANING	D	30
2.1	Vacuuming/mopping of floors as needs dictate according to Hospital/unit standard.		
2.2	Cleaning and "spot" cleaning all wet areas (eg: bathrooms, toilets).		
2.3	Tidy and damp dusting patients immediate environment (eg: lockers and heart tables).		
2.4	Collecting/emptying linen bags from ward areas and placing for central disposal.		
2.5	Emptying rubbish bags from all ward areas and placing for central disposal.		
2.6	Attending to ward curtain changing as needs dictate.		
2.7	Attending to any spillages as required.		
2.8	Maintaining cleanliness of ward utility areas.		
2.9	Cleaning of ward/unit infectious areas.		
2.10	Attending to patients flowers when voluntary assistance not available.		
2.11	"Spot" cleaning and decontamination of Medical equipment as authorised.		
2.12	Reporting damage or malfunctioning floors, furniture equipment, and fittings.		
2.13	Maintaining cleanliness of shower chairs/commodes/shower trolleys.		
3.0	DIRECTED PATIENT ASSISTANCE	D	20
3.1	Working with members of the ward team and under the direction of Nursing staff will be responsible for:		
3.2	Transporting Patients to appointments, clinics etc.		
3.3	Assists with the lifting and positioning of patients into wheelchairs/onto trolleys/onto chairs and commodes.		
3.4	Assists with lifting and positioning of patients in beds.		
3.5	Assists with general patient ambulation.		
3.6	Assists ambulant patients with preparation for showering.		
3.7	Attending to urgent messages/courier functions.		
4.0	BEDMAKING	R	10
4.1	Assist in making beds for ambulant patients.		
4.2	Decontaminating discharge beds and transfer beds.		
4.3	Report dysfunctional beds and surrounding equipment.		
5.0	JOB MANAGEMENT	R	10
5.1	Communicates with other members of the ward/unit team as needs dictate. Interacts with patients in a caring and confident manner.		
5.2	Adheres to hospital policy/procedures in relation to the role.		
5.3	Uses problem, solving techniques to identify workable solutions within the scope of the role. Requests appropriate assistance.		
5.4	Prioritises work according to patient care requirements and ward/units needs. Makes decisions based on these priorities.		
5.5	Respond to emergency requests for items not on shelves, ie. Collecting from stores, pharmacy.		
5.6	Functions as a member of a multidisciplinary team.		
5.7	Appropriately involved in Hospital and unit based quality assurance activities/Occupational Health and Safety activities. / Fire and Safety activities/Ward/unit team meetings/education as required.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated knowledge of cleaning practices and techniques.
2. Demonstrated knowledge of food handling practices and techniques.
3. Good interpersonal skills, written and verbal, inclusive of numeric skills.
4. Demonstrated ability and knowledge of manual handling procedures, including patient handling.
5. Knowledge of infection control guidelines.
6. Ability to work in a team environment, and be receptive to change.
7. Ability to work unsupervised.

DESIRABLE

1. Experience in working in a Hospital environment.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Bunbury	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance. • Successful Pre- Employment Health Assessment. • Successful WA Health Integrity Check. • Successful Working With Children check. 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

Name	Signature	Date Appointed	Date Signed

