



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601852
Division:	Esperance Health Campus	Title:	Patient Care Assistant - Casual
Branch:	Operations	Classification:	HSW Level 3/4
Section:	Patient Support	Award/Agreement	Hospital Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Operations Manager
	Classification:	HSO Level G11
	Position No:	614390



Responsible To	Title:	Business Manager
	Classification:	HSO Level G6
	Position No:	614437



This position	Title:	Patient Care Assistant - Casual
	Classification:	HSW Level 3/4
	Position No:	601852



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>	
	601696 – Administrative Assistant
	601697 – Customer Service Officer
	601700 – Regional PATS Officer
	601701 – Clerk Casual pool
	601709 – Orderly
	601715 – Cook Senior
	601729 – Laundry Manager
	601832 – Patient Care Assistant
	601850 – Ward Clerk
	601894 – Customer Service Officer
	601915 – Theatre Orderly
	601917 – Dental Assistant



Positions under direct supervision:	← Other positions under control:				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Position No.</td> <td style="width: 70%;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Category</td> <td style="width: 40%;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

Section 3 – KEY RESPONSIBILITIES

As a ward based multi-skilled person, is responsible for maintaining a clean and safe environment whilst assisting nurses with patients.

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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.	Assists with meals and refreshments including: <ul style="list-style-type: none"> Preparation of the patients' environment for meal times. Preparing, delivering and collecting trays Distribution, collection and assisting patients with menus. Assists patients with fluids and/or meals under the direction of the Registered Nurse. Maintains stock levels in ward pantry. 	D	
2.	Provision of a cleaning service including: <ul style="list-style-type: none"> General ward cleaning and associated areas. Cleaning of spills including bodily fluids. Assists in the cleaning of patient equipment (eg bottles, pans) in the Dirty Utility room. Stripping, cleaning and re-making of patients beds (also includes trolleys, cots, chairs, etc) and bed area. 	D	
3.	Assists nursing staff with patient mobilisation, turns and transfers.	D	
4.	Assists nursing staff in the provision of patient hygiene needs.	D	
5.	Provides minor maintenance (including completion of workshop requisitions for minor repairs) and cleaning of wheelchairs, beds and equipment.	R	
6.	Maintain stock levels in consumables store and check incoming stock.	R	
7.	Provides a courier service, including urgent ward needs.	R	
8.	Assists nursing staff in the setting up of equipment.	R	
9.	Replace gas cylinders as required.	R	
10.	Assists patients with other non-nursing duties, eg flower arrangement, television services.	D	
11.	Answer telephones as required.	D	
12.	Maintains safe practice and working environment.	D	
13.	Participates in quality improvement activities.	R	
14.	Participates in ongoing educational development of self.	O	
15.	Acts as preceptor for new staff as required.	O	
16.	Participates on working parties and/or committees on request.	O	
17.	Demonstrates sound ethics and responsibility for personal actions.	D	
18.	Works within governing legislation and Goldfields South East Health Region policies and procedures.	D	
19.	Performs other relevant duties as directed by the Business Manager or Director of Nursing/Health Service Manager.	R	
	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.		

Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Previous experience in "Hotel Service" type duties.
2. Ability to maintain confidentiality at all times.
3. Ability to work as part of a team and with minimal supervision.
4. Good written & verbal communication skills.
5. Sound time management skills.

DESIRABLE

1. Current first aid certificate.
2. Certificate III Health Service Assistance (Client/Patient Services) or approved equivalent.
3. Knowledge of Universal Precautions for Infection Control.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Esperance	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment 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: ____/____/____

Operations Manager

Signature and Date: ____/____/____

Regional Director

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

