



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA COUNTRY HEALTH SERVICE</b>		<b>Position No:</b>	Various
<b>Division:</b>	Wheatbelt	<b>Title:</b>	<b>Patient Care Assistant</b>
<b>Branch:</b>	Western District	<b>Classification:</b>	HSW Level 3/4
<b>Section:</b>	Jurien Bay	<b>Award/Agreement</b>	Hospital Support Workers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b> Various	<b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b>
	<b>Classification:</b>	
	<b>Position No:</b>	
<b>Responsible To</b>	<b>Title:</b> Various	
	<b>Classification:</b>	
	<b>Position No:</b>	
<b>This position</b>	<b>Title:</b> Patient Care Assistant	
	<b>Classification:</b> HSW 3/4	
	<b>Position No:</b>	

<b>Positions under direct supervision:</b>	<b>Other positions under control:</b>				
<table border="1"><thead><tr><th>Position No.</th><th>Title</th></tr></thead><tbody></tbody></table>	Position No.	Title	<table border="1"><thead><tr><th>Category</th><th>Number</th></tr></thead><tbody></tbody></table>	Category	Number
Position No.	Title				
Category	Number				

### Section 3 – KEY RESPONSIBILITIES

Provides personal care to clients of the health service under the direction of a registered nurse. Assists with range of support services (including home support) as directed by the Health Service Manager. Responsible for the provision of , cleaning duties, laundry duties, meal preparation and/or meal distribution in accordance with Hospital policies and procedures and as determined by the service needs of the hospital.

TITLE	Patient Care Assistant	POSITION NO	Various
		CLASSIFICATION	HSW Level 3/4



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.	%
<b>1.0</b>	<b>DIRECTS PATIENT ASSISTANCE</b> Under direction assists in:	<b>D</b>	<b>25</b>
1.1	General patient handling procedures.		
1.2	The safe transfer and repositioning of patients/residents within the unit and to designated areas of the Health Service.		
1.3	General patient hygiene requirements.		
1.4	Patient/residents at meal times.		
1.5	Accompanies patients/residents to appointments and social activities.		
1.6	Assists in bed making and sanitising of beds.		
1.7	Document care in accordance with Health Service policy and procedure.		
<b>2.0</b>	<b>LINEN AND WASTE REMOVAL</b>	<b>D</b>	<b>10</b>
2.1	Responsible for linen and waste removal within the Health Service in accordance with Health Service standards, procedures and policies.		
2.2	Distributes clean linen supplies within the Health Service.		
2.3	Laundering according to Health Service standards, policies and procedures		
<b>3.0</b>	<b>CATERING DUTIES</b>	<b>D</b>	<b>30</b>
3.1	Responsible for the day to day preparation/distribution of meals and beverages to patients and staff in all areas of the hospital, in accordance with Health Service policies and procedures.		
3.2	Responsible for the collection of trays from wards and the subsequent clearing and washing of dishes in accordance with Health Service policies and procedures.		
3.3	Responsible for the distribution of beverages to wards at meal times and at other scheduled times in accordance with Health Service policies and procedures.		
3.4	Assists with the plating and dishing up at meal times of sweets, salads and other food items that may be required for patients or staff.		
3.5	Prepares, cooks and serves light food and beverages for patients/residents and staff in accordance with Health Service policies and procedures		
<b>4.0</b>	<b>CLEANING DUTIES</b>	<b>D</b>	<b>30</b>
4.1	Responsible for cleaning of all allocated areas and/or equipment within the Hospital facilities including employee accommodation in accordance with the Hospital policies and procedures as required.		
4.2	Complies with all Occupational Safety and Health standards and specifically in relation to Chemical and Machinery usage and Manual Handling.		
4.3	Ensures the safety of patients, visitors, colleagues and self while cleaning procedures are occurring.		
4.4	Responsible for the provision of cleaning in the home of HACC clients as directed by Health Service Manager or HACC coordinator, to perform the cleaning duties, in the time allocated, by the HACC coordinator as per individual client care plans.		
<b>5.0</b>	<b>OTHER</b>	<b>O</b>	<b>5</b>
5.1	As directed by Health Service Manager or HACC Coordinator, provide assistance with Senior Centre based care and with the delivery of meals on wheels.		
5.2	Ensures patients' rights and dignity are foremost in all areas of practice.		
5.3	Attends in-service programs as required and participates in quality assurance programs.		
5.4	Ensures that own standards are maintained at a high level and in accordance with best practice.		
5.5	Works constructively as a team member and communicates effectively with clients, co-workers and the public.		
5.6	Other Duties as directed by the Health Service Manager.		
The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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 – WORK RELATED REQUIREMENTS

### ESSENTIAL

1. Interest in assisting aged people to maintain their optimum life style, being considerate to the rights, dignity and needs of the aged.
2. Basic understanding of hygiene, food handling standards and cleaning requirements within a hospital environment.
3. Basic understanding of, or experience in, patient handling techniques.
4. Ability to work in a team environment.
5. Good communication skills, both written and verbal.
6. Possession of a current C or C-A Class drivers licence.

### DESIRABLE

1. Previous experience within a hospital environment.
2. Possession of Certificate 3 in Aged Care or willingness to work towards one.
3. Basic understanding of the safe use and potential hazards associated with cleaning chemicals.
4. Knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

## Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Jurien Bay	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre-Employment Health Assessment</li> <li>• Successful WA Health Integrity Check</li> <li>• Successful Working With Children Check</li> <li>• Successful Aged Care Criminal Record Clearance</li> <li>• Evidence of a current C or C-A class driver's licence</li> </ul>		
<b>Specialised equipment operated</b>			

## 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