



Job Description Form

Patient Care Assistant

Hospital Support Workers Agreement: Level 3/4

Position Number: 00006688, 00008421, 00006680, 00006682, 00006665

Patient Support Services

King Edward Memorial Hospital

Reporting Relationships

Manager Patient Support Services
 Award Level :HSO G8
 Position Number: 00006115



Coordinator Patient Support Services
 Award Level :HSO G5
 Position Number:00006593



Team Leader Patient Support Services
 Award Level: HSW Level 11
 Position number: 00006663



This Position



Also reporting to this supervisor:

- Cleaners
- Linen Room Assistant



Directly reporting to this position:

Title	Classification	FTE

Other positions under control

-

Prime Function / Key Responsibilities:

Clean clinical/public areas including discharge rooms, transfer of patients/items within the hospital, cleaning patients' rooms and toilets, restocking, collection/disposal of waste and linen.

Brief Summary of Duties (in order of importance)

Cleaning:

1. Cleaning

- 1.1 Static and wet mop all floors.
- 1.2 Vacuum when and where necessary.
- 1.3 Damp dusting (for example high and low: benches, window sills, furniture).
- 1.4 Check and organise rubbish and soiled linen ready for collection.
- 1.5 Clean and defrost all fridges, except drug fridges.
- 1.6 Clean ward trolleys (for example resuscitation trolleys).
- 1.7 Clean toilets and bathrooms.
- 1.8 Clean glass, as required.
- 1.9 Clean walls, as required.
- 1.10 Clean all spillages, as required.
- 1.11 Totally clean discharge room/beds plus surrounding areas (baby bath,).
- 1.12 Clean treatment and pan rooms.
- 1.13 Clean pantry and tidy after meals and drink distribution.
- 1.14 Be responsible for store and imprest room (ie put away items delivered and keep tidy).
- 1.15 Assemble bed packs and baby bundles, as required.
- 1.16 Restocking as needed
- 1.17 Transport items as needed within the hospital when required
- 1.18 As appropriate, collect requisitions, medication and other items according to requirements
- 1.19 Change disposable curtains as required
- 1.20 Undertake other duties as required

Work Related Requirements

Essential Selection Criteria

1. Previous patient care and/or cleaning experience including knowledge of hygiene standards and universal precautions.
2. Good written and verbal communications skills.
3. Demonstrated ability to work with minimal supervision.
4. Ability to work as part of a team.
5. Understanding and ability to maintain confidentiality.
6. Empathy with the hospital's commitment to patient focused service.

Desirable Selection Criteria

1. Previous cleaning and hygiene experience in a health care setting.
2. Progression towards a certificate II in Health Support Services.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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

Dept./Division Head

Position Occupant

Name:

Signature/HE:

Date:

Name:

Signature/HE:

Date:

Name:

Signature/HE:

Date: