



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	607548
Division:	Wheatbelt	Title:	Patient Care Assistant
Branch:	Quairading Hospital	Classification:	HSW level 3/4
Section:	Support Services	Award/Agreement	Hospital Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table><tr><td>Title:</td><td>Operations Manager - Eastern</td></tr><tr><td>Classification:</td><td>HSO G-11</td></tr><tr><td>Position No:</td><td>607497</td></tr></table>	Title:	Operations Manager - Eastern	Classification:	HSO G-11	Position No:	607497	<div>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</div> <div><div>Title</div><div>All staff under the Quairading Health Service MPS organisational structure.</div></div>
	Title:	Operations Manager - Eastern						
	Classification:	HSO G-11						
Position No:	607497							
Responsible To	<div>↑</div> <table><tr><td>Title:</td><td>Health Service Manager</td></tr><tr><td>Classification:</td><td>RN SRN Level 5</td></tr><tr><td>Position No:</td><td>607329</td></tr></table>	Title:	Health Service Manager	Classification:	RN SRN Level 5	Position No:	607329	
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Position No:	607548							

Positions under direct supervision: Nil.			← Other positions under control:	
Position No.	Title		Category	Number
Nil	Nil	Nil	Nil	Nil

Section 3 – KEY RESPONSIBILITIES

The Patient Care Assistant provides personal care to clients of the health service under the direction of a registered nurse. Assists with a range of support services (including home support) as directed by the Health Service Manager.

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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.

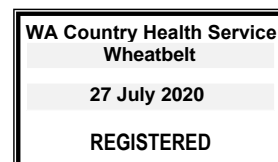
Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	DIRECTED PATIENT ASSISTANCE Under direction will assist in:	D	50
1.1	- the safe lifting, turning and general patient handling procedures.		
1.2	- the safe transfer of patients within the unit and, to designated areas of the health service.		
1.3	- general patient hygiene requirements.		
1.4	- patient feeding.		
1.5	- accompany clients to appointments, shopping etc as directed		
1.6	- assist in bed making, sanitising of beds.		
1.7	- Documents care in accordance with health service policy and procedure.		
2.0	LINEN AND WASTE REMOVAL	R	15
2.1	Responsible for linen and waste removal within the health service in accordance with Health		
2.2	Service standards, procedures and policies.		
2.3	Responsible for the distribution of clean linen supplies within the Health Service.		
2.4	Responsible for laundering according to health service standards, policies and procedures.		
3.0	MEALS AND REFRESHMENTS	D	20
3.1	Responsible for the distribution of patient meals within the Health Service.		
3.2	Responsible for the distribution of patient refreshments in accordance with the Health Service requirements.		
3.3	Under direction off the cook responsible for kitchen duties in accordance with health service policies and procedures.		
4.0	CLEANING	R	10
4.1	Responsible for the daily cleaning routines within the unit in accordance with Health Service standards, procedures and policies.		
5.0	SECURITY	O	5
5.1	Ensures security and safety requirements within the unit are observed in accordance with Health Service policies and procedures.		
6.0	OTHER	*	*
6.1	Other Duties as directed by the Health Service Manager.		
6.2	Ensures patients rights and dignity are foremost in all areas of practice.		
6.3	Attends inservice programs as required and participates in quality assurance programs.		
6.4	Ensures that own standards are maintained at a high level and in accordance with best practices.		
6.5	Works constructively as a team member and communicates effectively with clients, co workers and the public.		
6.6	Demonstrates reliability, flexibility and the ability to cope with change.		
6.7	Sets personal and professional goals and participates in the Performance Appraisal process.		
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 and Diversity Policy, Prevention of Bullying, Harassment & Discrimination in the Workplace Policy, Occupational Safety & Health, Public Sector Standards, WA Health Code of Conduct, WA Public Sector Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Prevention of Bullying, Harassment and Discrimination in the Workplace, Disability Services Act and Confidentiality throughout the course of their duties.			



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Considerate to the needs of the aged and maintenance of their optimum lifestyles.
2. Basic understanding of cleaning requirements within a Hospital Environment.
3. Basic understanding of, or experience in patient handling techniques.
4. Physically able to carry out duties.
5. Ability to work in a team environment.
6. Good communication skills both written and verbal.
7. Good organisational skills.
8. In possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Previous experience within a Hospital Environment.
2. Formal training in a Patient Care Assistant course.
3. Basic understanding of the safe use and potential hazards associated with cleaning chemicals
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

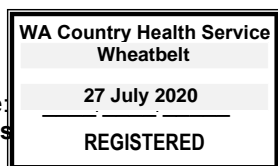
Section 6 – APPOINTMENT FACTORS

Location	Quairading	Accommodation Nil	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 • Successful Aged Care Criminal Record Clearance • Evidence of a current C or C-A Class drivers licence 		
Specialised equipment operated		Nil	

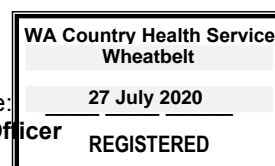
Section 7 – CERTIFICATION

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