



JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

		Position No:	200528
Division:	Kimberley	Title:	All Purpose Orderly
Branch:	Kununurra, Wyndham and Halls Creek Health Services	Classification:	HSW Level 3/4
Section:	Wyndham Support Services	Award/Agreement:	Health Support Workers Agreement

Section 2 - POSITION RELATIONSHIPS

Responsible to	Title:	Business Manager Knx	Other positions reporting directly to this position: Title All Purpose Orderly – KNX – Multiple Cleaner – KNX – Multiple Cook – KNX – Multiple Food Service Attendant – KNX – Multiple Laundry Worker – KNX – Multiple Cook – Wyndham Courier – Wyndham All Purpose Orderly – Multiple Cleaner – OPD Cleaner Casual APO Cleaner – KNX – Multiple
	Classification:	HSO Level G6	
	Position No:	100006	
		↑	
Responsible to	Title:	Hotel Services Coordinator – KNX	←
	Classification:	HSO Level G4	
	Position No:	100021	
		↑	
This position	Title:	All Purpose Orderly	
	Classification:	HSW Level 3/4	
	Position No:	200528	
		↑	

Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Position No	Title			<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

Perform a high standard of duties in the role of All Purpose Orderly at Wyndham Hospital. Responsible for internal and external cleaning, meal preparation and delivery, vehicle care and driving, assisting in patient care and other duties as directed by Nursing staff.

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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.

WA Country Health Service

13 December 2019

REGISTERED

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Section 4 – STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	ORDERLY ACTIVITIES		35
1.1	Under the supervision of nursing staff, undertakes the movement, lifting (using lifting devices provided), turning and assist bathing of patients.		
1.2	Assists with the transfers of patients and equipment to designated areas.		
1.3	Assists with the admission and discharge of deceased persons and any associated Mortuary duties.		
1.4	Performs driving duties for the transportation of patients, staff and stores.		
1.5	Checks and maintains relevant equipment and makes sure that equipment is available when required.		
1.6	Cleans and refuels vehicles on a weekly basis or as required.		
1.7	Accompanies nursing staff with after-hours presentations for treatment.		
1.8	Accompanies staff to on-site units/nursing quarters after hours as required.		
1.9	Performs duties as assigned under the emergency response procedures of Wyndham Hospital.		
2	CLEANING		30
2.1	Cleans all areas of the hospital as per cleaning standards of infection control and cleanliness.		
2.2	Collects and prepares for dispatch all soiled linen and rubbish.		
2.3	Cleans and makes beds.		
2.4	Orders, receives and stores cleaning imprest items stores requirements and linen for the ward.		
2.5	Replenishes linen supplies.		
2.6	Cleans departmental accommodation as required.		
3	CATERING		25
3.1	Distributes meals to patients, collects trays and returns trolleys to collection point.		
3.2	Prepares meals for patients (heating of foods, preparation of toast, sandwiches, coffee, tea etc).		
3.3	Undertakes beverage rounds.		
4	OTHER		10
4.1	Liaises regularly with Nursing staff on matters relating to staffing and equipment requirements.		
4.2	Performs duties in accordance with relevant Occupational Safety and health and Equal Opportunity Legislation.		
4.3	Performs other duties as directed by line manager or delegated authority.		

The occupant of this position will be expected to comply with the 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 through 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, hygiene practices and techniques.
3. Commitment to the provision of a patient/customer focused service.
4. Demonstrated effective interpersonal and communication skills.
5. Demonstrated ability to work cooperatively and effectively in a team environment.
6. Current C Class driver's Licence.

DESIRABLE:

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
2. Experience in working in a hospital.
3. Knowledge of Disability Services – Awareness of access to health services that affect the clients of the position.

Section 6 - APPOINTMENT FACTORS

Location	Wyndham	Accommodation	As per WACHS Kimberley policy
Appointment/ Allowances Conditions	Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26 th parallel, air conditioning subsidy. 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 • Evidence of a current C or C-A Class drivers licence 		
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
Kununurra, Wyndham and Halls Creek Health Service

Signature and Date: ____/____/____

Regional Director
WACHS Kimberley

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

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