



HSS Registered

**Storeperson Patient Equipment Centre**  
**Hospital Support Workers Agreement: HSW Level 6**  
**Position Number: 114456**  
**Allied Health**  
**Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service**

### Reporting Relationships

Head of Department, Occupational Therapy FSFHG  
Position Number: 115496



Coordinator Patient Equipment Centre  
HSO Level G4  
Position Number: 114451



**This Position**



Directly reporting to this position:

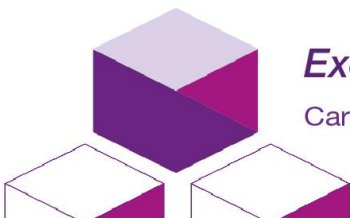
| Title | Classification | FTE |
|-------|----------------|-----|
| • Nil |                |     |

← Also reporting to this supervisor:

- Clerk, Patient Equipment Centre

### Key Responsibilities

Responsible for receiving, selecting, setting up and delivering equipment, as directed, for the Patient Equipment Centre (PEC).



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. Storeperson role

- 1.1 Select and set up patient equipment as directed by a relevant health professional within given timeframes.
- 1.2 Undertakes equipment handling using appropriate manual handling techniques.
- 1.3 Assemble and label new equipment for issue.
- 1.4 Arrange transport of equipment to and from patients' homes.
- 1.5 Undertake modification and basic maintenance of equipment as directed.
- 1.6 Receive returned equipment and arrange for its cleaning and repair as required.
- 1.7 Complete required documentation for the service.
- 1.8 Provide written educational material for consumers as directed.
- 1.9 Deliver equipment within FSH and to patient's homes as directed.
- 1.10 Maintain stock rotation and cleanliness of the PEC.
- 1.11 Answer PEC phone and responds to requests ensuring maintenance of effective patient relationships to promote hospital service.
- 1.12 Attend to enquiries from staff, patients and suppliers in regard to patient equipment.
- 1.13 Create and update equipment loans on appropriate databases as required.
- 1.14 Assist with mailing, receipt and processing of patient accounts as required.
- 1.15 Assist with orientation of new staff on storeperson procedures and requirements.

### 2. Professional Responsibilities

- 2.1 Communicate clearly and courteously with patients regarding the PEC service, in a timely way.
- 2.2 Participate in service activities as required. For example Quality Improvement, Public Relations.
- 2.3 Report problems to the Patient Equipment Centre Coordinator.
- 2.4 Attend relevant meetings as directed.
- 2.5 Ensure compliance with Hospital Policies and Procedures and relevant legislation.
- 2.6 Able to work efficiently with flexible hours.

### 3. SMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 4. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Well-developed skills in maintenance of equipment and stores.
2. Well-developed communication, written, verbal and interpersonal skills, including demonstrated ability to work effectively as part of a team.
3. Demonstrated organisational and time management skills and the ability to work unsupervised.
4. Developed literacy and numeracy skills.
5. Current "C" or "C.A." class drivers licence.

### Desirable Selection Criteria

1. Developed computer literacy skills including experience in the use of Microsoft Word, Excel and Outlook.
2. Knowledge and understanding of domiciliary equipment and mobility aids.
3. Current knowledge and commitment to Occupational Health and Safety and Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current "C" or "C.A." class drivers licence.
- Provision of the minimum identity proofing requirements.
- 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.**

|                                   |                     |                  |                 |
|-----------------------------------|---------------------|------------------|-----------------|
| <b>Steph Coates</b>               |                     | <b>He14220</b>   | <b>02/06/21</b> |
| <b>Manager / Supervisor Name</b>  | <b>Signature or</b> | <b>HE Number</b> | <b>Date</b>     |
| <b>Dept. / Division Head Name</b> | <b>Signature or</b> | <b>HE Number</b> | <b>Date</b>     |

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

|                       |                     |                  |             |
|-----------------------|---------------------|------------------|-------------|
| <b>Occupant Name</b>  | <b>Signature or</b> | <b>HE Number</b> | <b>Date</b> |
| <b>Effective Date</b> |                     |                  |             |

**HSS Registration Details (to be completed by HSS)**

|                   |                        |
|-------------------|------------------------|
| <b>Created on</b> | <b>Last Updated on</b> |
|                   | June 2021              |