



HSS REGISTERED

Orderly

Hospital Support Workers Agreement: HSW Level 3/4

Position Number: 115687,115688,115689,115690,115691,115692

FSH Internal Logistics / Operations Directorate / FSFHG

Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships

Internal Logistics Manager

Award/Level: HSO G-7

Position Number: 115675



Internal Logistics Coordinator

Award Level: HSO G-5

Position Number: TBC



This Position



Directly reporting to this position:

Title

Classification

FTE

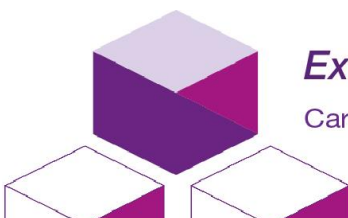
• Nil

Also reporting to this supervisor:

• Nil

Key Responsibilities

Responsible for the provision of an efficient and effective logistics service by performing a range of functions including movement of patients, equipment and materials.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties

1. Transportation Requirements

- 1.1 Transports and escorts patients in a safe, dignified and efficient manner; including the transport of deceased persons to the mortuary within and across Fiona Stanley Hospital (FSH).
- 1.2 Transports equipment, blood and materials internally within the Hospital.
- 1.3 Assists clinical staff with transfer of patients between various types of equipment.
- 1.4 Provides, maintains, stores, cleans and replaces all equipment related to the performance of the ILS.

2. Support Service Requirements

- 2.1 Operates a range of existing and any new tools, equipment and machinery on which training has been provided, and not performed by other specified trade occupations.
- 2.2 Undertakes other tasks consistent with the position, including spot/spill cleaning as required and in accordance with approved procedures.
- 2.3 Assists with emergency response in accordance with the Emergency Management Plan.
- 2.4 Maintains a professional and positive working relationship with Hospital Employees and other key stakeholders.
- 2.5 Reports damaged and/or malfunctioning equipment related to internal logistic services.

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. Demonstrated previous experience working in a similar health support service role in a health care environment.
2. Demonstrated effective interpersonal, verbal and written communication skills.
3. Demonstrated knowledge of manual handling techniques, including patient transfer techniques.
4. Demonstrated ability to work with limited supervision and in a team environment.
5. Physical capacity to perform the duties of the positions.
6. Demonstrated ability to work in a manner which preserves patient confidentiality and dignity.

Desirable Selection Criteria

1. Previous experience as a Patient Care Assistant or similar role in a hospital environment.
2. Certificate II/III in Health Support Services or equivalent.
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.
- 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.

Manager / Supervisor Name

Signature or

HE Number

Date

Dept. / Division Head Name

Signature or

HE Number

Date

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

Occupant Name

Signature or

HE Number

Date

Effective Date

HSS Registration Details (to be completed by HSS)

Created on June 2020

Last Updated on

September 2021