



HSS REGISTERED

Patient Care Assistant – Endoscopy Scope Cleaner

Health Support Workers Agreement; Level 3/4

Position Number: 006187

Endoscopy / Perioperative / Support

Armadale / Kalamunda Group – East Metropolitan Health Service (EMHS)

Reporting Relationships

Nurse Coordinator - Surgical
RN SRN Level 7
Position Number: 603091



Acting Nurse Unit Manager
RN SRN Level 4
Position Number TBA



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		



Also reporting to this supervisor:

- Various

Key Responsibilities

As part of a multidisciplinary team contributes by undertaking duties as an Endoscopy Scope Cleaner. Providing support to Endoscopy and CSSD Service in accordance with Australian Standards for Sterilisation/Gastroenterology Nurse College of Australia Standards and EMHS policies, procedures and guidelines.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff makes a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Clinical

- 1.1. Provides Endoscopic Scope Cleaning services by decontamination, reprocessing and documenting of process across both sites.
- 1.2. Demonstrated ability to interpret data and implement processes in conjunction with the Endoscopy CN Level 2.
- 1.3. Completes clinical documentation and undertakes other administrative tasks as required.
- 1.4. Assists with the ordering, receipt and stock control in consultation with the Endoscopy CN Level 2.
- 1.5. Utilise all resources effectively and efficiently.
- 1.6. Participates in departmental and other meetings as required to meet organisational and service objectives.
- 1.7. Reports hazards to the Endoscopy CN Level 2.

2. EMHS Governance, Safety and Quality Requirements

- 2.1. Participates in the maintenance of a safe work environment.
- 2.2. Actively participates in the Peak Performance program.
- 2.3. 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.
- 2.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5. Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

3. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Completion of a recognised Patient Care Assistant training programme to a minimum of Certificate 2 or equivalent recognised programme including hospital based training.
2. Knowledge of and ability to maintain a clean and safe environment.
3. Demonstrated skills in relation to managing time and prioritising tasks effectively within a designated workload.
4. Demonstrated effective interpersonal, written and verbal communication skills.
5. Demonstrated ability to work effectively in multidisciplinary team setting.

Desirable Selection Criteria

1. Experience working in a Health Service.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- 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 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	Last Updated on
	OCTOBER 2019