



North Metropolitan Health Service  
**Job Description Form**

**HSS REGISTERED**

**Cleaner**  
**Hospital Support Workers Agreement: HSW Level 1/2**  
 Position Number: 007524, 004872  
 Patient Support Services / Corporate Nursing Services  
 Sir Charles Gairdner Hospital

**Reporting Relationships**

Assistant Manager, General Support Services  
 HSO Level G4  
 Position Number: 004615



Patient Support Service Supervisor  
 HSO Level G3  
 Position Number: 004731



**This Position**



Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	•

**Prime Function / Key Responsibilities**

Responsible for providing a high standard of cleaning in both clinical and non-clinical areas to relevant infection control and aesthetic standards.

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

1. Clean designated areas to the acceptable microbiological and aesthetic standard, using the prescribed methods.
2. Use cleaning equipment/machinery in a safe and efficient manner and in accordance with training provided.
3. Clean cleaning machinery/equipment as required.
4. Participate in hospital and departmental quality improvement activities, fire and safety activities, relevant departmental meetings and education as required.
5. Monitor compliance with Hospital policies and practices, and relevant legislation, e.g. Equal Opportunity, Occupational Health, Safety and Welfare, etc.
6. NMHS Governance, Safety and Quality Requirements
  - 6.1. Participates in the maintenance of a safe work environment.
  - 6.2. Participates in an annual performance development review.
  - 6.3. 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.
  - 6.4. Completes mandatory training (including safety and quality training) as relevant to role.
  - 6.5. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
  - 6.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
7. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Excellent patient/customer service skills.
2. Ability to work as part of a team with limited supervision.
3. Reliability and punctuality.
4. Good communication skills.
5. Physical capacity to perform the duties of the position.
6. A commitment to maintaining patient confidentiality and dignity.
7. Knowledge of infection control and/or hygiene principles.

### Desirable Selection Criteria

1. Certificate II in Health Support Services or equivalent.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- 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: Ross Manning  
Signature/HE:42950  
Date: 02/09/2016

### Dept./Division Head

Name: Linda Davies  
Signature:  
Date:

### Position Occupant

Name:  
Signature:  
Date: