



# Healthy kids, healthy communities

Compassion

Excellence

Collaboration

Accountability

Equity

Respect

## Patient Care Assistant

### Position details

|                      |   |
|----------------------|---|
| Position Number:     | 00014819                                  |
| Classification:      | HSW Level 3/4                             |
| Agreement:           | Hospital Support Workers Agreement        |
| Division/Service:    | Health Service Management SU 3 Surgical   |
| Organisational unit: | Operating Theatres                        |
| Location:            | Perth Children's Hospital (QEII Nedlands) |

### Reporting relationships

This position reports to:

00012326 Floor Supervisor

HSO G3

Positions under direct supervision:

Nil

### Key Responsibility

Provides support to the multi-disciplinary team in the provision of high quality patient care by undertaking a range of duties. Responsible for working under the direction of nursing staff to carry out duties that assists nurses in caring for perioperative patients. This involves patient transport, patient transfers, equipment transfer, cleaning and restocking duties within the Perioperative environment.

## About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

### CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

## Our vision

### Healthy kids, healthy communities

Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

## Our objectives



Care for children, young people and families



Provide high-value healthcare



Collaborate with our key support partners



Value and respect our people



Promote teaching, training and research

## Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:

### Compassion

I treat others with empathy and kindness

### Excellence

I take pride in what I do, strive to learn and ensure exceptional service every time

### Collaboration

I work together with others to learn and continuously improve our service

### Accountability

I take responsibility for my actions and do what I say I will

### Equity

I am inclusive, respect diversity and aim to overcome disadvantage

### Respect

I value others and treat others as I wish to be treated

## Summary of accountabilities

### 1. Under the direction and supervision of a Registered Nurse

- Assists nursing staff with patient care activities as directed by a Registered Nurse (RN).
- Assists Nursing staff in making beds for patients and assists with the preparation of post op beds.
- Decontaminates discharge and transfer beds and theatres.
- Provides clinical equipment to bed areas e.g. intravenous poles, patient's monitors, oxygen cylinders and positioning equipment within a peri operative environment.
- Decontaminates bedpans, urinals, wash bowls etc. ready for use.  
(NB. The PCA will NOT be responsible for administration of medication).

### 2. Cleaning Services

- Daily cleaning of operating theatre, in between cases, theatre equipment and trolleys.
- Cleans discharge beds and carries out discharge cleaning of bed areas. This may necessitate the use of hospital strength cleaning agents required to meet hospital infection control standards.
- Cleans pan room, preparation room, treatment room bench tops, and other surfaces on a daily basis and as required to maintain a clean and tidy environment.
- Maintains a clean and tidy environment in bathrooms and toilets between routine cleaning
- Carries out department tidy rounds, changes patient linen, rubbish bags.
- Removes dirty linen bags, rubbish bags and clinical waste from perioperative environment to central collection point.
- Cleans surfaces, walls, shelves and floors in the theatre environment to minimise infection and maintain dust free and highly clean perioperative environment.

### 3. Manual Handling

- Moves patients from bed to operating table, trolley operating table and vice versa including Wheel chairs transfers.
- Assists with lifting, turning and re-positioning of patients using appropriate lifting aids and equipment.
- Attaching and removing operating table equipment e.g. table extensions, arm boards limb holders.
- Demonstrates knowledge and competency in manual handling techniques, including patient handling.

### 4. Transportation Services

- Transports patients between wards, departments and individual theatres.
- Escorts parents, carers or support persons as requested.
- Carries out urgent errands or messages of a clinical nature at the request of the RN.
- Transport any equipment between wards and departments.
- Assists in supporting families whom need wayfinding in the perioperative environment.

## 5. Maintenance of Equipment and Stock

- Collects urgent pharmacy supplies and blood products as required for Theatre and Recovery.
- Delivers all urgent specimens to appropriate departments and laboratory receptions.
- Transports clinical equipment between wards and departments.
- Unpacks imprest stores from Supply Department and monitors stock levels of consumable stock.
- Monitors and maintains perioperative linen supply, including theatre scrub attire, to ensure adequate supply which is maintained to Infection Control standards
- Restocks all dispensers' e.g. disposable gloves, hand gel/soap hand towels and toilet paper within a peri-operative environment.
- Disposes of full, sealed sharps containers and replaces with empty sharps containers.

## 6. Quality Assurance

- Participates in unit-based quality assurance activities as requested.
- Reports damaged malfunctioning equipment, trolleys, wheelchairs and fittings.

## 7. Emergency Response Functions

- Performs duties as assigned under the emergency response procedures of Perth Children's Hospital.
- Responds to all designated emergency alarms and carries out tasks (e.g. blood collection, specimen delivery) as directed.

## 8. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.

- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.

## Work related requirements

### Essential selection criteria

1. Demonstrated competence in assisting nursing staff with tasks and duties related to the care of patients within the Perioperative Department.
2. Demonstrated knowledge of cleaning practices, techniques and equipment, including knowledge of hygiene standards and universal precautions.
3. Demonstrated knowledge in manual handling principles and techniques (including patient handling).
4. Demonstrated effective interpersonal skills appropriate to a patient care environment.
5. Good verbal and written communication skills.
6. Demonstrated ability to work cooperatively in a team environment and with limited supervision.

### Desirable selection criteria

1. Completion of or commitment to undergo training for Certificate II/III in Health Support Services or equivalent.
2. Previous experience as Patient Care Assistant in a Hospital or Healthcare environment.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment to this position is subject to the following:

- 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 in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

## Certification

Created on

15/08/2019

Last Reviewed

15/08/2019

HSS Registered

4/12/2019

I verify that the details in this document are an accurate reflection of the requirements of the position.

\_\_\_\_\_  
Manager / Supervisor

\_\_\_\_\_  
Signature or HE Number

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Occupant Name

\_\_\_\_\_  
Signature or HE Number

\_\_\_\_\_  
Date