



Job Description Form



WHEATBELT

Landscape Photos: Tourism Western Australia

Position Title

Position number: 607627

Patient Care Assistant

Regional Overview

WACHS Wheatbelt region (map) extends from the Turquoise coast to Southern Cross to the Darling Scarp to the regional towns of Wagin and Lake Grace. The Wheatbelt is a region of enormous opportunity, with a close proximity to metropolitan areas, rich diverse cultural heritage and growing development and innovation. Health services currently available to the Wheatbelt community include emergency care and retrieval, acute and sub-acute inpatient care, aged care, mental health and population and community health.

With (4) integrated district hospitals, Narrogin, Northam, Merredin and Moora, 18 small hospitals and 17 health centres/ nursing posts and clinics, you will find a strong sense of community, exciting lifestyle and career opportunities. WACHS Wheatbelt, a great place to live, work and explore!"

About the WA Country Health Service

Our Strategic Priorities



Our Values

Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity

We bring honesty, collaboration and professionalism to everything that we do.

Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

Directorate Overview

The Eastern Wheatbelt Region, has communities that form a spoke network with Merredin centrally located, surrounded by 7 hospitals, 1 Health centre and 2 Nursing posts. This includes Kununoppin and districts in the North, to Narembeen in the South, to the East with Southern Cross and Quairading towards the West.

Across this district a multi-purpose model, inclusive of emergency, acute inpatient, residential aged care and the Commonwealth Home Support Program (CHSP) is delivered that provides comprehensive health services to our communities.

Position Details

Position Number:	607627	Registration Date:	04.01.2022
Classification:	HSW Level 3/4	Location:	Bruce Rock
Award / Agreement:	Hospital Support Workers Agreement		
Organisational Context:	Eastern Directorate		

Position Overview

The Patient Care Assistant provides personal care to clients of the health service under the direction of a Registered Nurse.

Assists with a range of support services (including home support) as directed by the Health Service Manager.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

Reporting Relationships

Responsible to:

Director of Nursing-Health Service Manager
RN SRN Level 5
615482



This position:

Patinet Care Assistant
HSW Level 3/4
607627



Positions under direct supervision:

Nil

Other positions reporting to this position:

All team members under the Bruce Rock Health Service establishment.



Key Duties/Responsibilities

MEALS AND REFRESHMENTS

1. Responsible for the distribution of patient meals and refreshments in accordance with the Health Service requirements, including meals on wheels.
2. Responsible for kitchen duties in accordance with health service policies and procedures.
3. Responsible for the ordering of all supplies and consumables for the kitchen, and the checking of quality/quantity of goods ordered
4. Responsible for coordinating catering for Special Functions (e.g. Christmas Afternoon Tea, Staff Essential Skills day, CBDC) and to ensure all supplies are available and all kitchen staff are aware.
5. Participate as the Bruce Rock representative at quarterly Eastern Food Safe Meetings, co-ordinate the ongoing process and implementation of new programs required for Food Safe Program
6. Assists Leading Hand to perform Kitchen Audits and develop Action Plans as required.
7. Coordinates with Leading Hand with the orientation of new staff to Kitchen and responsible for orientation of new Relief cooks.

CLEANING

8. Responsible for the daily cleaning routines within the unit or clients home in accordance with Health Service standards, procedures and policies.
9. Responsible for cleaning of all allocated areas and/or equipment within Bruce Rock Hospital and Home and Community Care facilities including employee accommodation, in accordance with the Hospital policies and procedures.

LINEN AND WASTE REMOVAL

10. Responsible for linen and waste removal within the health service in accordance with Health
11. Service standards, procedures and policies.
12. Adheres to the Occupational Safety & Health standards in Chemical & Machinery usage and Manual Handling.
13. Responsible for the distribution of clean linen supplies within the Health Service.
14. Responsible for laundering according to health service standards, policies and procedures.

DIRECTED PATIENT ASSISTANCE

15. Under direction the patient care assistant will assist in:
 - a. The safe lifting, turning and general patient handling procedures
 - b. The safe transfer of patients within the unit and to designated areas of the health service
 - c. General patient hygiene requirements
 - d. Patient feeding
 - e. Assisting in bed making, sanitising of beds
 - f. Documenting care in accordance with health service policy and procedure.

CHSP DUTIES

16. Gardening for Home Care Clients including lawn mowing, edge cutting, pruning, digging, weeding and removal of rubbish, priority is given to the safety of the yard and gardens.
17. Assists Clients with laundry in their home as directed.



18. Responsible for cleaning of all allocated client homes and/or equipment including employee accommodation, in accordance with the Hospital policies & procedures.
19. Home client personal care requirements, i.e. washing, dressing + wound care.

SECURITY

20. Ensures security and safety requirements within the unit are observed in accordance with Health Service policies and procedures.

OTHER

21. Other Duties as directed by the Health Service Manager.
22. Ensures patient's rights and dignity are foremost in all areas of practice.
23. Ensures that own standards are maintained at a high level and in accordance with best practices.
24. Positively participates in, and promotes, the team management concept within the health service team.
25. Actively participates in a Performance Development with the Health Service Manager
26. Works constructively as a team member and communicates effectively with clients, co-workers and the public.



Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Considerate to the needs of the aged and maintenance of their optimum lifestyles.
2. Basic understanding of cleaning requirements within a Hospital Environment.
3. Physically able to carry out duties with an understanding of, or experience in-patient handling techniques.
4. Ability to work independently and as part of a multi-disciplinary team.
5. Good communication skills both written and verbal and organisational skills.
6. Possession of computer skills and knowledge of the application of software on PC based systems
7. In possession of a current C or C-A Class drivers licence

Desirable

1. Formal training in Patient Care Assistant course.
2. Basic understanding of the safe use and potential hazards associated with cleaning chemicals
3. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety and Health in all aspects of employment and service delivery.

Appointment Pre-requisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Successful Working With Children Check
- Successful Aged Care Criminal Record Clearance
- Evidence of a current C or C-A Class driver's licence or other specialised licence

**WA Country Health Service
Wheatbelt**

4 January 2022

REGISTERED

