

Position Title:	Hospital Assistant (Equipment Loan Pool - ELP)		
Position Number:	M27002	Cost Centre:	M1724
Site/Facility:	KOGARAH		
Department:	Equipment Loan Pool		
Enterprise Agreement	The Named NSW (NON- DECLARED) Affiliated Health Organisations'- Health Employees Agreement		
Classification:	Hospital Assistant Grade 2		
Vaccination Category:	A		
Reports To:	CHCK Occupational Therapy Head of Department via Manager Equipment Loan Pool		
Date of Preparation:	25-09-2014	Date Updated:	12-08-2024

Primary Purpose

To provide an efficient and effective cleaning service to the Equipment Loan Pool in accordance with Calvary Health Care Kogarah and South Eastern Sydney Local Health District policies, procedures and standards in order to provide clean, hygienic, and safe equipment to client, carers, and staff.

Organisational Environment

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres.

Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through "being for others" exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming, and inclusive where people are supported to draw strengths from their identity, culture, and community. We value the integral dignity of each person, and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.

At Calvary our vision as a Catholic Health, Community and Aged Care provider, is to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.

Our Services include public and private hospital care, acute and sub-acute care,

community care and Retirement and aged care services, in both rural and metropolitan areas.

Calvary Health Care Kogarah (CHCK) provides inpatient and community based Palliative Care and Rehabilitation and Aged Care services in the public health arena. CHCK operates within South Eastern Sydney Local Health District (SESLHD).

Accountabilities and Key Result Areas

People and Culture:

- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct, and industrial agreements.
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship, and respect.
- Ensure participation in a performance appraisal at 6 months following commencement and then annually thereafter.
- To maintain a highly professional, performance based, innovative, responsive, and accountable customer service culture.

Excellence in Service Delivery:

- Policy & procedures followed throughout the Equipment Loan Pool and CHCK Hotel services department
- To clean all equipment in the ELP according to infection control guidelines and maintain equipment cleaning and maintenance logs
- To identify that all equipment is in good working order by inspecting the equipment according to cleaning/maintenance checklists
- To carry out maintenance, minor repairs and testing of equipment according to Australian Standards and manufacturers guidelines to ensure that the equipment is in good working order prior to loan to patients and staff.
- Where there is significant malfunction or equipment is considered financially unrepairable, notification is to be made to the ELP manager.
- To maintain a secure and hygienic storage environment for equipment.
- To communicate with the ELP Manager if maintenance or other issues arise.
- To collect and deliver equipment from patient's homes when required.
- Comply with the guidelines regarding the safe use of chemicals.
- Compliance with use of PPE - uniforms & equipment e.g. - wet signs.

Excellence in Service Development:

- To participate in orientation and then mandatory and annual training as required
- To participate in the ELP committee
- Participate in quality improvement activities and audits
- To perform duties in consultation with the ELP manager
- Conduct bimonthly WH&S Environmental Checklist, monitor stock levels, and report to ELP Manager.

Wise Stewardship

- Maintain storage environment and ensure all equipment in the ELP is cleaned in line with Equipment Loan Pool policies and procedures.

- Ensure all equipment is maintained in good working order by monitoring equipment for repairs and maintenance, report issues to ELP Manager.
- Disposing of general waste, recycling & contaminated waste
- Ordering storage cleaning chemicals, paper products etc.
- Ordering parts and consumables for maintenance and minor repairs of equipment

WH&S Responsibilities:

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)
- Mandatory Vaccination for all CHCK employees, compliant with NSW Health Policy PD2023_022

Key Relationships

Internal:	<ul style="list-style-type: none"> • Director of Allied Health and Community Services • CHCK Occupational Therapy Head of Department • Manager Equipment Loan Pool • ELP Administrative staff • Allied Health and Nursing Staff
External:	<ul style="list-style-type: none"> • Clients and Carers • Service providers

Position Impact

Direct Reports:	<ul style="list-style-type: none"> • Nil
Budget:	<ul style="list-style-type: none"> • No financial delegation

Selection Criteria

1. Demonstrated ability to undertake cleaning responsibilities in line with the required NSW Health Environmental Cleaning Policy
2. Current Class C NSW driver's licence or equivalent
3. Knowledge and compliance with WHS legislation and Infection Control Principles
4. Demonstrated written and verbal communication skills in both written and spoken English and including a commitment to customer service
5. Previous experience cleaning and maintenance within hospital environment or in a similar industry
6. Demonstrated ability to work independently or as part of a team
7. Basic computer skills with demonstrated ability to problem solve and have effective time management skills
8. Ability to work within the Mission and Values of Calvary Health Care Kogarah

Approvals

Job Holder’s signature:	Date:
Manager’s signature:	Date: