

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Hospital Aide
Position Number:	Generic
Classification:	Health Services Officer Level 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West - Launceston General Hospital
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North
Reports to:	Nurse Unit Manager/Department Manager
Effective Date:	November 2019
Check Type:	Annulled
Check Frequency:	Pre-employment

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Under the general supervision of the Nurse Unit Manager (NUM), the Associate Nurse Unit Manager (ANUM) or the Department Manager, Hospital Aides assist in maintaining a safe and clean environment and adequate stock supply (excluding drugs) to enable clinical staff to deliver a high standard of care to patients in the ward/unit.

It is expected the role will have direct contact with blood or body substances or infectious material, which needs to be considered in all tasks undertaken.

Duties:

1. Maintain the cleanliness of the environment, including the cleaning of beds/trolleys in preparation for new patients, patient equipment and cupboards on a standard discharge, preparation for and participation in terminal cleans and frequent touch points and general cleaning (including equipment) as per local cleaning schedules, in line with organisational policies and procedures.
2. Undertake ordering of stock (including linen) and non-stock items in accordance with existing procedures.

3. Maintain stock levels in the preparation, treatment, and utility rooms, equipment trolleys, and the Stores and Imprest system in accordance with the management/rotation of sterile and non-sterile stock procedures.
4. Collect and dispose of general and clinical waste as per organisational policies and procedures.
5. Deliver patient meals in accordance with dietary requirements and Food Safety Standards, where applicable.
6. Collect and deliver prescriptions, blood and blood products, pathology specimens and other items as required, in accordance with appropriate standards.
7. Provide orientation and assist in training of new and/or casual Hospital Aides as required.
8. Report equipment failures, hazards and or other reportable events to the NUM/ANUM and act as instructed. This may include reporting in Safety and Reporting Learning Systems (SRLS), reporting repairs or maintenance through PULSE, and or Hazard tagging.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Hospital Aide works under the general supervision and direction of the NUM/ANUM/Manager of the ward/unit and is responsible for:

- Planning and prioritising daily workload after handover, to ensure readiness of beds and bed space for new admissions.
- Maintaining ward stock on a daily basis to ensure smooth running of ward area in accordance with existing procedures.
- Following cleaning standards, infection control standards, policies and protocols in accordance with hospital requirements.
- Reporting unsafe practices or acts that may endanger occupants/visitors to the hospital.
- Maintaining patient confidentiality.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Previous experience working within a healthcare environment.
2. Sound literacy and numeracy skills.
3. Knowledge of the principles and practices of infection control.
4. An understanding of hospital policies and procedures as they apply to the provision of a non-clinical support service.
5. Well-developed communication and interpersonal skills.
6. Ability to work and plan daily duties with minimal supervision.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).