

Statement of Duties

Position Title: Ward Aide	Position Number: Generic	Effective Date: June 2014
Group and Unit: Tasmanian Health Service (THS) – Mental Health and Statewide Services		
Section: Mental Health Services	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 4	Classification: Health Services Officer	
Reports To: Relevant Nurse in Charge		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

As a member of a multidisciplinary team delivering high quality services; and accordance with the THS Southern Region Strategic Plan, Agency policy, legal requirements and relevant professional competencies, the Ward Aide:

- Provides support to nursing and allied health professional staff in the delivery of care to THS clients across a variety of settings.

Duties:

1. Assist nursing and allied health professional staff in general daily care of clients including bathing, dressing, feeding and personal care.
2. Participate in and assists with the supervision of client activities as requested by nursing staff and allied health staff.
3. Participate in and assists clients with their rehabilitation and recovery programs including shopping, meal preparation, serving meals and community access, as requested by nursing staff or allied health staff.
4. Undertake the Patient Safety Assistant role as and when requested.
5. Maintain the unit in a clean and homely state including bed making, assisting clients with personal laundry needs; and general household and kitchen duties.
6. Protect clients and promote a safe working environment.
7. Assist with transfers and escorts and undertakes patient behaviour management including control and restraint, in line with authorised practices.
8. Monitor equipment and stock levels, reports breakages and stock shortages; and undertaking ordering as directed.
9. Assist with general and special cleaning tasks, including assisting with infection control cleaning as required.
10. Deliver and collect specimens and goods as required.

11. Contribute to the communication process by attending team meetings and specified committees which enhance client care, teamwork and the function of the service.
12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
13. 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.

Scope of Work Performed:

Reporting to the relevant Nurse in Charge, the Ward Aide will:

- Provide assistance to clients on a day to day basis under the direct supervision of nursing staff or an allied health professional from the designated area.
- Work independently in relation to day to day general unit and domestic duties.
- Accept responsibility and accountability for his/her own actions.
- Exercise reasonable care in the performance of duties consistent with the Work Health and Safety legislation by providing a safe physical and emotional environment.
- Comply at all times with THS policy and protocol requirements, in particular those relating to hand hygiene, fire awareness and manual handling, and undertake annual education in relation to the requirements.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

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.

Desirable Requirements:

- Certificate III / IV in Health Care or equivalent or Health Professional Undergraduate qualification.
- Current Driver's Licence.

Selection Criteria:

1. Demonstrated capacity to work with people with a mental or physical illness, along with an understanding of their rehabilitation and care needs, or the ability to acquire the same.
2. An understanding of legal requirements and relevant policies of the practice setting, including work health and safety requirements, or the ability to acquire the same.
3. Ability to work independently with minimal direct supervision and work harmoniously as a member of multidisciplinary team.
4. Good communication and interpersonal skills and an understanding of the principles of maintaining appropriate relationships with clients.
5. Good observation skills including the ability to recognise sudden alterations to clients' presentation.
6. Knowledge of basic health and hygiene principles and first aid procedures.

Working Environment:

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.