

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 West North West Regional Hospital and Mersey Community Hospital
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North West
Reports to:	Nurse Unit Manager/Nurse Manager/Department Manager
Effective Date:	April 2021
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) and/or the Department Manager, the Hospital Aides will:

- 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.
- 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 and tidiness 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, frequent touch points, patient zone 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. Undertake auditing and monitoring of equipment and stores per ward/area requirements.
5. Collect and dispose of general and clinical waste as per organisational policies and procedures.
6. Assist with delivery of patient meals and beverages in accordance with dietary requirements and Food Safety Standards, where applicable, including the collection of used meal/beverage items.
7. Collect and deliver prescriptions, blood and blood products, pathology specimens and other items as required between ward areas and hospital departments, in accordance with appropriate standards.
8. Provide orientation and assist in training of new and/or casual Hospital Aides as required.
9. 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.
10. Actively participate in and contribute 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.
11. 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/Department Manager 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.
- Championing a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

- 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.

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 setting or demonstrated ability to learn and adapt to this 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](#).