

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Hospital Aide
<b>Position Number:</b>	Generic
<b>Classification:</b>	Health Services Officer Level 3
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals South
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	South
<b>Reports to:</b>	Relevant Nurse Unit Manager / Department Manager
<b>Effective Date:</b>	June 2011
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	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:

- Maintain clean hygienic surrounding to facilitate the control of infection.
- Maintenance of basic ward equipment.
- Ensure patient confidentiality.

## Duties:

1. Clean, maintain and sterilize work areas and ward equipment within infection control guidelines.
2. Provide a communication network between departments including delivery and collection service as required.
3. Communicate effectively with patients, relatives, and staff.
4. Maintain ward linen stocks including the handling of foul and nauseous linen.
5. Assist with maintenance of stores.
6. Provide liquid refreshments for patients when not provided by catering staff.
7. Undertake basic clerical duties as required.

8. Participate in educational, quality improvement and training programs.
9. 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 and related training.
10. 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:

- Responsible for provision of services as defined in primary tasks.
- Work under the general supervision of the Nurse Unit Manager/Department Manager as appropriate to position.
- Receives general supervision from the Registered Nurse in charge of a shift in the absence of the relevant Nurse Unit Manager or Department Manager.
- Where applicable, exercise 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.
- Comply 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. Demonstrated knowledge of the standards required to prevent infection.
2. Demonstrated ability to communicate effectively with hospital staff and public.
3. Ability and willingness to work as part of a team in promoting a harmonious work environment.
4. Ability to monitor ward/unit stock and stores, ordering when appropriate.

## 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](#).