DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Hospital Assistant |
| **Position Number:** | Generic |
| **Classification:** | Health Services Officer Level 4 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Hospitals South - Primary Health Services |
| **Position Type:** | Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual |
| **Location:** | South |
| **Reports to:** | Hospital Assistant Coordinator |
| **Effective Date:** | July 2020 |
| **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:

Acts as a member of a team and performs duties consistent with quality improvement guidelines to provide hospital aide services, general housekeeping, porterage and catering duties to patients within the relevant Unit.

### Duties:

* 1. Provide general housekeeping services to the relevant Unit.
  2. Provide cleaning and maintenance of equipment and work areas in accordance with infection control guidelines.
  3. Assist nursing staff in the transferring and positioning of patients by manual or mechanical means, in line with manual handling guidelines and legislation and other porterage services to patients as required.
  4. Assist patients with aspects of daily living under the direct supervision of the nursing staff.
  5. Provide catering services to patient and their family/carers for the relevant Unit and maintain safe food handling practices in accordance with Food Safety Guidelines.
  6. Maintenance of ward linen stocks, including the handling of foul and nauseous linen and assist with the maintenance and ordering of stocks.
  7. Communicate effectively with other staff, patient and their family/carers and preserve patient dignity, privacy and confidentiality.
  8. Participate in the performance review, development and quality improvement programs.
  9. Exercise reasonable care in the performance of duties consistent with the relevant Work Health and Safety (WH&S) legislation and hazard identification.
  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:

* Responsible to the Hospital Assistant Coordinator and/or Registered Nurse in charge of the Unit on the allocated shift.
* Responsible for the provision of hospital aide services, general housekeeping services, porterage and catering activities.
* Champion 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, 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Demonstrated knowledge of, and/or experience in, food, kitchen and personal hygiene.
2. Demonstrated knowledge of, and an ability to, lift patients within manual handling guidelines and legislation.
3. Ability to provide, and/or have experience in, cleaning services in a hospital or large organisation environment with knowledge of infection control practices and guidelines.
4. Ability to monitor ward/unit stock and stores and undertake ordering where appropriate.
5. Good interpersonal and communication skills with the ability to work either individually or as a member of a multidisciplinary team with the capability to adapt to changing demands in the workplace.
6. An understanding of appropriate WH&S legislation and codes of practice.

### 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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).