

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Care Assistant (Pool)
<b>Position Number:</b>	528650
<b>Classification:</b>	Health Services Officer Level 4
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North – Launceston General Hospital)
<b>Position Type:</b>	Permanent/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North
<b>Reports to:</b>	Nurse Unit Manager Pool
<b>Effective Date:</b>	December 2023
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Current Tasmanian Working with Children Registration.</p> <p><i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	<p>Certificate III/IV in Health Care or equivalent or Health Professional undergraduate student or qualification.</p> <p>Current first aid certificate.</p>

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:

Works within the duties of the Patient Safety Assistant role as per the Patient Safety Assistant (PSA) Clinical Guidelines, the Patient Safety Assistant Responsibilities and other relevant policies and procedures. The Care Assistant (Pool) provides dedicated care to the assigned 1:1 or 2:1 ratio for clients with disability, bariatric or behavioural impairments within Hospitals North – Launceston General Hospital setting under the delegation and supervision of a Registered Nurse (RN) or Enrolled Nurse (EN).

## Duties:

1. Under the direction of nursing staff, assist in the activities of daily living for patients, including bathing, dressing, feeding and personal care.
2. Participate in and assist with the repositioning and transfer of patients as requested by the Registered Nurse/Enrolled Nurse.
3. Assist the supervising Registered Nurse/Enrolled Nurse to design, implement and evaluate a range of diversional therapy programs that assist the patients with daily living whilst promoting the social, emotional, physical, and psychological wellbeing of patients.
4. Identify and report concerns in relation to patient safety or condition to the supervising Registered Nurse/Enrolled Nurse.
5. Establish effective relationships with clients, their families/carers, and other health care professionals.
6. 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.
7. 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:

- Works under the direction of Registered Nurse and supervision of Enrolled Nurse
- Works within the defined scope of practice of the Patient Safety Assistant role.
- Accountable for the standard of delegated care provided.
- Exercise reasonable care in the performance of duties consistent with Work Health and Safety processes.
- Maintain at all times, patient, and carer confidentiality
- 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:
  - 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 and skills in basic health and hygiene principles with an ability to assist patients to meet their personal care needs and perform activities of daily living as required.
2. Good observation skills including the ability to recognise sudden alteration to patient presentation.
3. Ability to work effectively in an acute care team environment.
4. Demonstrated effective interpersonal and communication skills, including written, verbal and numeracy skills.
5. Demonstrated knowledge of and ability to adhere to safe manual handling and infection control procedures.
6. Demonstrated ability to maintain privacy and confidentiality.

## 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](#).