Department of Health and
Tasmanian Health Service

Statement of Duties

Tasmanian Government

Position Title: Hospital Aide	**Position Number:** Generic	**Effective Date:** August 2020
Group and Unit: Hospitals South		
Section: Hospital Support 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 Unit Manager or Department Manager		
Check Type: Annulled	**Check Frequency:** Pre-employment	

Focus of Duties:

Under the general supervision of the Nurse Unit Manager (NUM), Associate Nurse Unit Manager (ANUM) or the Department Manager, the Hospital Aide 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 specialty areas.
- Decontaminate, sterilise and maintain specialised equipment.

It is expected the role will have direct contact with blood or body substances or infectious material, which needs to be considered in all tasks undertaken.

Duties:

1. Decontaminate, sterilise and maintain general and specialised equipment within infection control guidelines and operate the sterilising equipment appropriate to the specialty area.
2. Maintain the cleanliness of specialised equipment including cleaning of the surrounding environment within infection control guidelines.
3. Plan and prioritise daily workload after handover to ensure readiness of beds and bed space for new admissions.
4. Assist in the delivery of basic patient care under the direct supervision of a Registered Nurse.
5. Undertake basic administrative duties associated with the efficient functioning of the area when required.
6. Communicate effectively with other staff, patients and their family/carers and preserve patient dignity, privacy and confidentiality.
7. Initiate, authorise and monitor stock requirements and movements and undertake duties associated with the receiving, storage and distribution of goods as required.
8. Provide a communication/supply network between departments including delivery and collection services as required.
9. Provide orientation and assist in the training of new and/or casual Hospital Aides within the specialty area as required.

10. Participate in the performance review, development and quality improvement programs.
11. Report equipment failures, hazards and/or other reportable events to the NUM/ANUM/Department Manager 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.
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:

The Hospital Aide works under the general supervision and direction of the NUM/ANUM/Manager of the Ward/Unit 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 to ensure smooth running of the Ward/Unit area in accordance with existing procedures.
- Following cleaning standards, infection control standards, policies and protocols in accordance with hospital requirements.
- Exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation and hazard identification and reporting unsafe practices or acts that may endanger staff, patients and visitors.
- Maintaining patient confidentiality.
- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment

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.

Selection Criteria:

1. Ability to and/or have knowledge and experience in decontaminating, sterilising and maintaining the cleanliness of equipment and the environment according to infection control principles, policies and protocols.

2. Ability to monitor ward/unit stock and stores and undertake ordering where appropriate.

3. Sound interpersonal and communication skills with the ability and willingness to work as part of a multidisciplinary team promoting a harmonious working environment.

4. Ability to undertake and plan daily duties with minimal supervision with the capability to adapt to changing demands in the workplace.

Working Environment:

The Department of Health (DoH) 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, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

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 has 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 Chief People Officer or to the Manager Internal Audit. The DoH 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. The DoH and 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 DoH and THS policy) within DoH and THS 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 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: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.