

Statement of Duties

Position Title: Hospital Aide	Position Number: Generic	Effective Date: November 2019
Group: Hospitals North/North West – Launceston General Hospital (LGH)		
Section: North and North West Hospitals	Location: North	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 3	Classification: Health Services Officer	
Reports To: Nurse Unit Manager/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)/Department Manager, Hospital Aides 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.

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. Maintain the cleanliness 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 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. Collect and dispose of general and clinical waste as per organisational policies and procedures.
5. Deliver patient meals in accordance with dietary requirements and Food Safety Standards, where applicable.
6. Collect and deliver prescriptions, blood and blood products, pathology specimens and other items as required, in accordance with appropriate standards.
7. Provide orientation and assist in training of new and/or casual Hospital Aides as required.

8. 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.
9. 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.
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.

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 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.
- 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. Previous experience working within a healthcare 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 (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.