

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Hospital Aide - Day Procedure Unit (DPU)
<b>Position Number:</b>	Generic
<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 Day Procedure Unit
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North
<b>Reports to:</b>	Nurse Unit Manager (NUM) Day Procedure Unit
<b>Effective Date:</b>	March 2021
<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 and hygienic surroundings to facilitate the control of infection in specialty areas, including decontaminating, sterilising and maintaining specialised equipment.

Maintain adequate supplies (excluding drugs) to enable clinical staff to deliver a high standard of care to patients in specialty areas.

Contribute to and participates as a member of the multidisciplinary team.

## Duties:

1. Decontaminate and sterilise general and specialised equipment and the environment after procedures, and transport contaminated equipment to the Sterilising Department as required.
2. Maintain the cleanliness and function of specialised equipment, including cleaning of the surrounding environment within infection control guidelines.
3. In collaboration with the NUM liaise with suppliers and manufacturers regarding repairs, warranty, lease agreements and servicing of specific equipment as required, and track repairs and purchasing of equipment on an electronic basis.
4. Facilitate transport of all surgical specimens to pathology as required.
5. Under the direction of the Registered Nurse collection, receipt, and delivery of blood and blood products from pathology.
6. Delivery and collection of patient prescriptions to and from pharmacy as required.
7. Report equipment failures, hazards, and/or other reportable events to the NUM/ANUM/Department Manager, and respond as instructed. This may include reporting in Safety and Reporting Learning Systems (SRLS), and reporting repairs or maintenance through PULSE and/or Hazard tagging.
8. Plan and prioritise daily workload under the supervision of the ANUM to ensure readiness of beds and bed space to maintain workflow.
9. Communicate effectively with other members of the health care team, patients and their families/carers, and ensure patient privacy, dignity and confidentiality.
10. Assist in the delivery of basic patient care under direct supervision of a Registered Nurse.
11. Undertake basic administrative duties associated with the efficient functioning of the area as required.
12. Initiate, authorise and monitor stock requirements, and provide a communication/supply network between departments, including delivery of supplies and collection services as required.
13. Under the direction of the NUM/ANUM/CNE, assist in orientation and training of new and/or casual Hospital Aides within the specialty area as required.
14. Participate in performance review, development and quality improvement programs.
15. 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:

The Hospital Aide - Day Procedure Unit works under the general supervision and direction of the NUM/ANUM and receives general supervision from the Registered Nurse in charge of a shift. The nature of the duties undertaken may expose the employee to bodily fluids or infectious materials, as such it is essential that the employee follow all procedures and protocols and use appropriate PPE. The occupant of this role 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 Unit 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.
- Championing 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, exercising 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.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing 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.

## 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 ability to monitor equipment and medical and non medical stock levels, products, and initiate appropriate action as required to ensure effective service delivery in the Day Procedure Unit.
2. Demonstrated ability to maintain the cleanliness of specialised equipment, and the environment according to infection control principles.
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 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](#).