

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Hospital Aide
Position Number:	Generic
Classification:	Health Services Officer Level 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South and Hospitals North/North West
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South, North, North West
Reports to:	Relevant Nurse Unit Manager or Department Manager
Effective Date:	August 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:

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.

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. 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 works under the general supervision and direction of the NUM/ANUM/Manager of the Ward/Unit.

The nature of the duties undertaken may expose the employee to bodily fluids or infectious material. As such, it is essential that the employee follow all procedures and protocols and use appropriate PPE.

The occupant 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.
- 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. 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 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](#).