

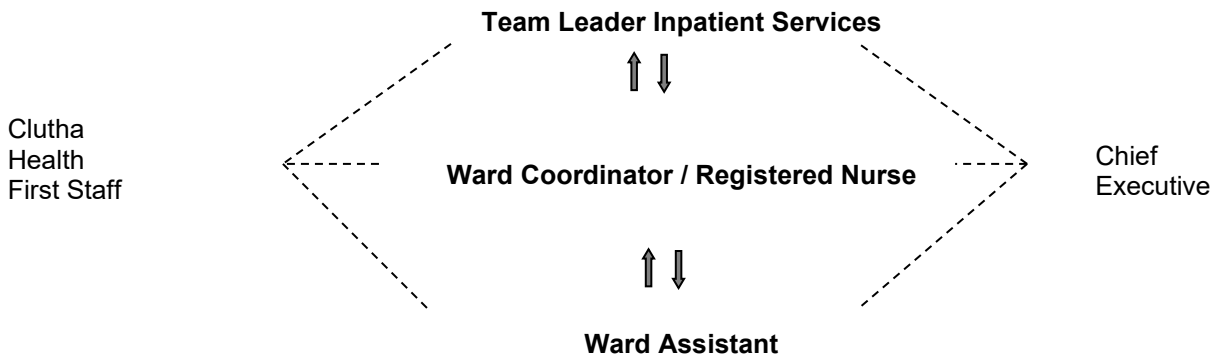
**Clutha Health First  
Position Description**

**Position Title:**           Ward Assistant

**Location:**               Clutha Community Health Company Limited *trading as* Clutha Health First.

**Responsible to:**       Team Leader Inpatient Services

**Organisational Relationship**



**Position Holder's Name :** \_\_\_\_\_

**Position Holder's Signature :** \_\_\_\_\_

**Team Leader's Name :** \_\_\_\_\_

**Team Leader's Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

## Treaty of Waitangi

Clutha Health First recognises the special relationship between Maori and the Crown and has an understanding of the articles/principles of the Treaty of Waitangi. As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Maori patients.

## Health and Safety

Clutha Health First is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify report and resolve issues that may cause harm to themselves or others in the organisation. As an employee Clutha Health First, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your manager and to participate in and comply with the requirements of the Health & Safety in Employment Act 1992 plus amendments and associated CHF procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.
- Comply with Clutha Health First incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.

## Quality and Risk

Clutha Health First is committed to continuous quality improvement. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

## Purpose & Main Objective of the Position

The purpose of the Ward Assistant is to assist staff with direct and non-direct patient care activities and maintain the ward environment to ensure efficient and effective functioning / processes for patients and staff.

The main objectives for the Ward Assistant are:

- To work as a member of the team to ensure the smooth functioning of the ward/service environment
- Maintain a high standard of ward housekeeping through assigned routine duties

**Note:** This job description has been prepared to assist in appointment. All Clutha Health First job descriptions are subject to review from time to time and therefore may be revised after consultation with the employee to suit changing service requirements.

<b>Nature of Scope and Responsibilities</b>	
<b>Key Tasks/Accountabilities and Performance Indicators</b>	
<i>Key Tasks / Accountabilities</i>	<i>Performance Indicators</i>
<b>Ward Functionality</b> Completes routine weekly/daily tasks in an effective and efficient manner.	<ul style="list-style-type: none"> <li>- A high standard of housekeeping is maintained by keeping the ward, kitchen and storage rooms tidy and bed spaces accessible.</li> <li>- Beds made where appropriate. On discharge, clean beds, lockers, wardrobes/tables together with remaking bed and leaving room ready for next admitted patient.</li> <li>- Restocking of supplies for the ward and patient rooms</li> <li>- Delivery and collection of meal trays.</li> </ul>
<b>Assisting Nursing staff in the indirect care of patients</b>	<ul style="list-style-type: none"> <li>- Chaperone patients when requested by nursing staff.</li> <li>- Carry out patient watches as directed by the Ward Coordinator.</li> <li>- Report any concerns to the Ward Coordinator</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>- Appropriate storage, retrieval and cleaning of all clinical equipment as directed by the Senior Nurse on duty.</li> <li>- All duties will be performed in an efficient manner within the required timeframe.</li> <li>- The staff member will perform such other duties as reasonably required by the Team Leader in accordance with the conditions of the position.</li> </ul>
<b>Maintain High Standards of Performance</b>	<ul style="list-style-type: none"> <li>- Patient confidentiality will be maintained at all times.</li> <li>- Patients and their details must not be discussed or disclosed with others who have no legitimate right to that information.</li> <li>- Demonstrate individual responsibility and maintain accountability for own work practice.</li> <li>- Meet the performance expectations as identified in the Staff Development Performance Appraisal process.</li> <li>- Undertake annual CPR, OOS, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures.</li> <li>- Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of his/her knowledge base.</li> </ul>
<b>Ensure the provision of a safe and clean environment for patient, staff and visitors</b>	<ul style="list-style-type: none"> <li>- Ensure maintenance and responsible use of consumables and equipment.</li> <li>- Ensure appropriate reporting of incidents, equipment faults and problems to the Team Leader or Ward Coordinator.</li> <li>- Practice is safe and meets legal requirements.</li> <li>- Practice protects and enhances individual rights.</li> <li>- All records are maintained to meet policy and procedure requirements.</li> <li>- Maintain knowledge of fire and Civil Defence procedures</li> </ul>

<b>Key Tasks/Accountabilities and Performance Indicators</b>	
<i>Key Tasks / Accountabilities</i>	<i>Performance Indicators</i>
<b>Maintain good communication and interpersonal relationships within Clutha Health First</b>	<ul style="list-style-type: none"> <li>- Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the hospital.</li> </ul>
<b>Adopt a philosophy which encourages flexibility, cooperation, collaboration and co-ordination of service delivery in an integrated patient orientated system</b>	<ul style="list-style-type: none"> <li>- Ensure all policies, procedures and standards of practice of CCHCL, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety, good employer requirements of the Health &amp; Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua.</li> <li>- Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency.</li> </ul>
<b>Assumes responsibility for personal professional/work education and development</b>	<ul style="list-style-type: none"> <li>- Maintains and/or extends knowledge and skill base required for effective performance.</li> <li>- Participates in own performance appraisal annually.</li> </ul>

### **Physical Task Requirements**

The following denote the key physical requirements for the job

- |                             |                       |
|-----------------------------|-----------------------|
| - Standing                  | - Walking             |
| - Bending                   | - Sitting             |
| - Stairs                    | - Operating equipment |
| - Lifting/overhead reaching | - Carrying            |
| - Pushing/pulling           | - Twisting            |
| - Climbing/balancing        | - Crouching/squatting |
| - Manual handling of people | - Other reaching      |

## Person Specification

### Work Experience /Qualifications

- Experience working with people in the health sector is an advantage.
- Demonstrated care worker/customer service experience and knowledge of a care worker/customer service approach to care delivery / service provision.

### Skills/Knowledge

- Empathetic and respectful communications skills.
- Caring, respectful and supportive attitude
- Capable of handling equipment eg wheelchairs, beds and other equipment as required.
- Organised, with a common sense approach to all tasks.
- A positive can-do attitude in assisting others and getting the task at hand completed is vital.
- Able to maintain confidentiality and use discretion.
- Able to demonstrate a high level of ability to communicate with other health professionals, patients and family members/whanau.
- Ability to plan own workload so that priority tasks are carried out on time with a minimum of supervision.
- Ability to work as an effective member of a team.
- Alert, reliable, thorough, mature, have integrity and initiative.
- Have an appropriate presentation and standard of personal care and grooming.
- Able to work within Clutha Health First's aims, objectives and values.

## Relationships

### Internal Relationships:

Inter-disciplinary members of the health service team including independent contractors in other sectors.

Patients/Family/Whanau/Caregivers

### External Relationships:

Patients/Family/Whanau/Caregivers

## Performance Measures

- Set realistic measurable goals for own performance and assume responsibility for acquiring knowledge/experience to meet those goals.
- Plans for growth and undertakes change based on regular self-evaluation and the Staff Appraisal process.
- Participates in an annual Staff Appraisal with the Team Leader.
- Attends annual CHF Service Requirement Study Day