

Position Description | Healthcare Assistant

REPORTING

Reports To	Department Coordinator
Direct Reports	None

PURPOSE

The Healthcare Assistant will support the effective day to day operation in the designated area by assisting the clinical and administration team as directed.

The Healthcare Assistant will be required to work under the direction and delegation of a Registered Nurse at all times whilst in a clinical role.

SKILLS

Essential Skills	Highly Desirable Skills
<ul style="list-style-type: none"> • Previous experience in a healthcare setting and/or administration role. • Able to work flexible hours. • Have basic computer skills. • Excellent communication and interpersonal skills. • Adaptable to changing environments. 	<ul style="list-style-type: none"> • Experience/history in a healthcare environment is preferred however not essential. • A passion for caring and have a positive, can-do attitude.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Clinical Team • Purchasing Team • Support Services Team • Maintenance Coordinator
External	<ul style="list-style-type: none"> • Medical Specialists • Contractors • Patients and their Family/Whānau

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KEY ACCOUNTABILITIES

Administrative and Support	<ul style="list-style-type: none"> • Assist with the management of inwards goods. • Assist with filing and general administrative duties. • Assist with housekeeping duties.
Clinical and Patient/Customer Service	<ul style="list-style-type: none"> • Assist with preparing setup for theatre lists. • Assist with cleaning duties as directed in the theatre department. • Assist with cleaning theatres between cases. • Assist Admitting and ward nurses as directed. • Demonstrates effective interpersonal and therapeutic communication with patients, other nursing staff, including inter-professional communication and documentation. • Undertake any other duties as requested.
Health and Safety	<ul style="list-style-type: none"> • Maintain a safe and appropriate work environment, engage in safe workplace practices, and manage health and safety for reporting staff and others. Report accidents, risks and incidents as they arise.
Personal Development	<ul style="list-style-type: none"> • Participates in the hospitals performance development process. • Keep up to date with developments in the field.
General	<ul style="list-style-type: none"> • Actively seeks learning opportunities to ensure knowledge and skills are continually evolving in line with current best practice. • Upholds and promotes the Company values, house rules, policies and procedures. • Recognises and respects cultural differences and the application of Te Tiriti o Waitangi principles with the intent of enabling access and improving health outcomes for Māori and Pacific Island patients, and increasing cultural diversity within our workforce. • Ensure compliance with the Privacy Act and Privacy policy. • Be proactive in recommending quality improvement initiatives.

DELEGATED AUTHORITIES

- None

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Healthcare Assistant Tasks

Theatre

Out of Room Cover:

- Clean OT floors during turnaround
- Remove rubbish/ trolleys to CSSD/ rubbish room at end of each case / list
- Fill up fluid warmer with fluids
- Assist with getting beds from IPS as required (carry HCA phone)
- Runner for specimens / equipment for OT incl II/ Lead aprons
- Keep corridors clear
- Complete temperature checks on the drug and eye fridge – document temp on Spreadsheet
- Assist with deliveries

In-Room Cover:

- Damp dust surfaces in theatre
- Prepare the theatre table to receive the patient
- Using Surgeon preference cards put equipment into Theatres that is required for the list.
- Set up towers/ PCs
- Collect the first setup from the Sterile stock including loan / speciality sets
- Assist with cleaning and turning around theatres as lists finish
- Runner for sterile set ups
- Assist RN with set up
- Restock rooms at end of day
- Collect items from CSSD
- Assist with positioning
- Return equipment to store rooms that does not normally stay in OT.
- Check set ups for next day are correct / liase with CSSD if items outstanding.

Sterile Set Up:

- Pick packs for the next day.

Weekly:

- Tidy the equipment room – putting items in their correct place
- Clean x-ray machines
- Wipe down general and orthopaedic towers
- Clean and restock plaster trolley.

Quarterly

- Clean shelves and mop the floors in equipment room
- Assist with theatre cleaning schedules as able
- Clean implant trolleys
- Clean x-ray gowns/thyroid shields
- Clean MPU equipment room
- Wipe down formalin shelves
- Clean shelves by OT5 hallway
- Clean baskets and Fridge Central Storage Room.

<p>PACU</p>	<ul style="list-style-type: none"> • Assist PACU / Day Stay staff with making refreshments and escorting patients to cars • Assist with cleaning duties and bed making as requested • Make up Cataract discharge packs as required • Assist with transportation of patients and beds as required • Make up dental packs as required. • Assist with photocopying discharge information and other admin tasks • Rubbish / linen removal • Restock cupboards / linen / pillows.
<p>Inpatient Suite</p>	<ul style="list-style-type: none"> • Support nurses with providing personal cares as requested • Assist with Administration duties as requested • Tend to patient call bells – as first responder • Assist with escorting patients to their cars on discharge • Assist with daily, weekly and monthly cleaning duties as per the cleaning schedule • Check the drug fridge temperature daily when rostered on AM shift and log results in notebook – escalate any concerns to the IPS Coordinator • Complete stock and equipment orders as requested • Check and record Temperature in treatment room daily.
<p>Admissions</p>	<ul style="list-style-type: none"> • Assist with managing and transporting patient belongings • Escorting patients to admission rooms & operating theatre • Escorting support person & patient visitors to Day stay pick up and Inpatient Suite • Recording patient weight & height • Managing the screening desk.

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