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| JOB DESCRIPTION FORM: Patient Care Assistant |

Position title: Patient Care Assistant

Reports to: Integrated Services Manager

Supervision of: Nil

Award: ACCHS

Classification: Admin Grade 3

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| **About Kimberley Aboriginal Medical Services:** |

KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS), providing a collective voice and support for a network of member ACCHS from towns and remote communities across the Kimberley region of Western Australia.

KAMS was first established in 1986 as a cooperative between the Broome Regional Aboriginal Medical Service (BRAMS) and the East Kimberley Aboriginal Medical Service (EKAMS) now the Ord Valley Aboriginal Health Service (OVAHS) with membership expanding to Halls Creek health service committee and Fitzroy Crossing community representatives. These communities saw the benefit of sharing pooled resources and collective effort in the region

KAMS provides a wide range of services including: Financial and accounting; Regional population health programs; Social and Emotional Well Being Support; Health Promotion; Information Communication Technology Support; Corporate Services; Accredited health training and education and Research.

While the major role is in regional advocacy and support for member services, KAMS also provides comprehensive primary health care services in the remote communities of Beagle Bay, Bidyadanga, Balgo, Mulan and Billiluna. In 2014 KAMS established Kimberley Renal Services Pty Ltd to manage the provision of regional renal support and dialysis services in Broome, Derby, Kununurra and Fitzroy Crossing.

KAMS is a member of the Aboriginal Health Council of WA (AHCWA – [www.ahcwa.org](http://www.ahcwa.org)) and of the National Aboriginal Community Controlled Health Organisation (NACCHO – [www.naccho.org.au](http://www.naccho.org.au)).

**Our vision** is to:

Improve the health and wellbeing of Aboriginal people in the Kimberley.

We will achieve this vision by:

* Supporting our member services to be strong, independent and effective ACCHO’s
* Ensuring we provide quality preventative and primary healthcare services to communities we service
* Providing leadership and advocacy on Kimberley Aboriginal health issues
* Ensuring we are an effective, accountable and sustainable organisation
* Building a skilled and sustainable Kimberley Aboriginal health workforce

**Our mission** is to ensure:

We are managed and controlled by Kimberley Aboriginal people, are locally and nationally recognised as an effective advocate for the Kimberley Aboriginal health sector and provide and support the provision of effective holistic and culturally appropriate primary health care services for Kimberley Aboriginal people.

We define Aboriginal Health as:

Not just the physical wellbeing of an individual, but the social, emotional and cultural wellbeing of the whole community in which each individual is able to achieve their full potential as a human being, thereby bringing about the total wellbeing of their community. It is a whole of life view and includes the cyclical concept of life-death-life.

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**Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds.**

[www.kams.org.au](http://www.kams.org.au)

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| **Position Summary:** |

1. Assist patients with activities of daily living whilst attending the Renal Health Centre
2. Assist the clinical staff when required to deliver patient care and treatment
3. Transportation of clients and other goods in a safe manner
4. Management of the cleaning and maintenance schedule as required by the Renal Health Centre
5. Service participation and planning

**Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles, and grounds.**

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| **Relationships:** |

Internal

* Kimberley Renal Services
* KAMS Staff

External

* Aboriginal Medical Services
* Western Australia Country Health Service (WACHS)
* Kimberley Aboriginal Medical Services Health Clinics
* Fresenius Medical Care
* Other multidisciplinary organisations within the Kimberley

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| **Duty Statement and Key Responsibilities:** |

**Key Responsibilities**

1. **Assist patients with activities of daily living whilst attending the Renal Health Centre**

* Assist dialysis patients according to their needs before during and after their dialysis sessions.
* Encourage patient independence where appropriate
* Prepare daily sandwich order for patients
* Deliver food and drinks to patients at the required times
* Collect and clean patients dirty dishes using the dishwasher, according to licensing requirements
* Maintain kitchen cleanliness according to licensing requirements & ensure adequate kitchen supplies
* Clean patient fridge monthly or more frequently as required
* Responding to nurse call bell

1. **Assist the clinical staff when required to deliver patient care and treatment**

* Clean the dialysis machine as per unit protocol after each treatment
* Clean the recliner chairs and over bed tables after each treatment
* Rotate machines off the floor as directed
* Empty linen skips, rubbish, medical waste, and sharps bins according to infection control standards as required
* Ensure drawers and trolleys in the main work area are fully stocked at all times
* Restock the hand towels, gloves and hand wash throughout the unit
* Management and handling of stores including ordering, stocktakes and receiving deliveries in accordance with OH&S standards
* Record and weigh patient’s temperatures on arrival and departure at the Renal Health Centre

1. **Transportation of clients and other goods in a safe manner**

* Transport of patients safely as required whilst adhering to WA Dept of Transport regulations
* Courier pharmacy and pathology supplies as required
* Be alert to potential threats from visitors or patients and take the appropriate action to minimise risk.
* Transport of sandwiches in accordance with cold chain processes.

1. **Management of the cleaning and maintenance schedule as required by the Renal Health Centre**

* Be aware of infection control standards within the unit
* Conduct daily cleaning as per the Renal Health Centres cleaning and maintenance schedule
* Conduct monthly vehicle checklists and ensure regular cleaning, refuelling of vehicles
* Clean wheel chairs after each use
* High clean the dialysis machines and recliner chairs as per unit protocol on a weekly basis

1. **Service participation and planning**

* Maintain annual mandatory competencies in manual handling, fire procedure, infection control and OSH, food handling and basic life support
* Assist Managers with induction and orientation of new staff and where appropriate provide cultural awareness education specific to the local area
* Actively participate and cooperate in the quality improvement projects and change process as required
* Attend and contribute to regular staff meetings

**Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice.**

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| **Selection Criteria:** |

**Essential**

1. Commitment to the philosophy and practice of Aboriginal Community Control
2. Understanding of Aboriginal culture and willingness to create a culturally safe environment
3. Good work ethic and the ability to maintain professionalism at all times
4. Demonstrated effective interpersonal and communication skills
5. Demonstrated efficient time management, ability to organise and prioritise workloads and work unsupervised
6. Ability to take direction and delegation as well as commitment to working as part of the multi-disciplinary team
7. High level of integrity in maintaining confidentiality
8. Commitment to providing a quality client service
9. Work in accordance with OSH and Infection Control policies to maintain a safe working environment
10. National police clearance
11. Current “C” class Western Australian Drivers’ licence
12. Patient Transport Driver Authorisation (PTD)

**Desirable:**

1. Knowledge and understanding of an Aboriginal Community Controlled Health Organisation
2. Experience working within a health environment
3. Certificate II or III in Health Support Services

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| **Certification:** |

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

KAMS CEO

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_