

JOB DESCRIPTION FORM

POSITION IDENTIFICATION

Effective date of document	March 2015
Award	2010
Award Type:	ACCHS

Title:	Patient Care Assistant
Reports to:	Integrated Services Manager
Supervision of:	Nil
Relationships – Internal <ul style="list-style-type: none"> Kimberley Renal Services KAMS Staff External <ul style="list-style-type: none"> Aboriginal Medical Services Western Australia Country Health Service (WACHS) Kimberley Aboriginal Medical Services Health Clinics Fresenius Medical Care Other multidisciplinary organisations within the Kimberley 	
Duty Statement	
<ol style="list-style-type: none"> Assist patients with activities of daily living whilst attending the Renal Health Centre Assist the clinical staff when required to deliver patient care and treatment Transportation of clients and other goods in a safe manner Management of the cleaning and maintenance schedule as required by the Renal Health Centre Service participation and planning 	
Key Responsibilities	
Duty Statement <ol style="list-style-type: none"> Assist patients with activities of daily living whilst attending the Renal Health Centre <ul style="list-style-type: none"> 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 	

2. 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
3. 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.
4. 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
5. 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

Selection Criteria

Essential:

- Commitment to the philosophy and practice of Aboriginal Community Control
- Understanding of Aboriginal culture and willingness to create a culturally safe environment
- Good work ethic and the ability to maintain professionalism at all times
- Demonstrated effective interpersonal and communication skills
- Demonstrated efficient time management, ability to organise and prioritise workloads and work unsupervised
- Ability to take direction and delegation as well as commitment to working as part of the multi-disciplinary team
- High level of integrity in maintaining confidentiality
- Commitment to providing a quality client service
- Work in accordance with OSH and Infection Control policies to maintain a safe working environment
- National police clearance
- Current "C" class Western Australian Drivers' licence

Desirable:

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

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: ____/____/____

About KAMS and KRS

Kimberley Aboriginal Medical Services

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

Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).

The KAMS Centre for Aboriginal Primary Health Care Training Education and Research provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, pharmacy trainees and Aboriginal Health Worker trainees through to Advanced Diploma level.

KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.

The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce. KAMSC's regional support includes:

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| <ul style="list-style-type: none"> • Population Health • Social and Emotional Well Being • Health Promotion • Information Technology • Pharmacy Support and Training • Corporate and Financial Services | <ul style="list-style-type: none"> • Accredited Aboriginal Primary Health Care Training and Education • Research • Regional Renal Services • Undergraduate and Postgraduate Medical Training |
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Kimberley Renal Services

KRS (Kimberley Renal Services) provides specialised renal services in the Kimberley. It is a wholly owned subsidiary of the Kimberley Aboriginal Medical Service Ltd. KRS has seen rapid expansion of its services in recent years with funding from both Commonwealth and State Governments for new dialysis facilities in Derby, Kununurra and Fitzroy Crossing

Further, funding to KAMS from the WA State Government has allowed implementation of a comprehensive Kimberley Renal Support Service (KRSS) to enhance regional efforts in prevention, early detection and better management of chronic kidney disease; provide timely pre-dialysis education and preparation; enhance training and support for patients on home dialysis options; and create a skilled, robust and culturally safe regional renal workforce to ensure that Kimberley people with kidney disease have access to the best of care, as close to home as possible.

These comprehensive renal services are provided in partnership with the visiting nephrologist from RPH; Fresenius Medical Care (FMC) who provide state-wide home therapies services; WA Country Health Services (WACHS); and local health service providers.

The model developed in the Kimberley is an innovative one which brings together primary, secondary and tertiary services in a culturally safe framework which aims to provide patients, families and communities with the best possible services, whilst building regional workforce capacity and providing diverse career paths for local Aboriginal people.

Website: www.kamsc.org.au