



Cohuna District Hospital Position Description

Position Title: Health Care Worker

Classification: Grade 2 CW1
Responsible To: Nurse Unit Manager
Salary and Conditions: Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025

The Cohuna District Hospital (CDH) was established as a public hospital in 1952. The Health Service provides care for visitors and residents of Cohuna and the surrounding catchment area.

Acute Services

The acute services include medical, maternity, dialysis, surgical services and an Urgent Care Centre.

Aged Care and Community Services

The residential aged care and community services include a residential aged care facility, District Nursing, Social Support Group, Bed based and Community based Transitional Care Program.



RESPECT

Acknowledge each other with eye contact, a smile and a warm greeting
 Treat others how you would like to be treated
 We have honest and open communication
 We share knowledge and praise with our teammates
 We show pride through the quality of our work and the quality of our interactions



INTEGRITY

Act in the best interest of others
 Take responsibility for our actions
 Use manners and actively listen
 Be punctual and attentive
 Celebrate others success



TEAMWORK

Brings solutions, not problems, see the opportunity in adversity
 Involve others and be inclusive
 There is no blame only opportunity to do better as a team
 Provide positive feedback, share knowledge and mentor others
 Everyone is valued and recognised; we are links in the chain of a quality service to the community



**ETHICAL
BEHAVIOUR**

Act in the best interest of others, show tolerance and compassion for your colleagues
 Speak using appropriate tone and language
 Accept constructive feedback
 Engaging and influencing change is more productive than purely opposing it
 Take ownership of your actions and your behaviour



POSITION SUMMARY:

Health Care Workers (HCW) work within a plan of care under the supervision and direction of the Registered Nurse to provide delegated aspects of patient/resident and/or resident care. The objective of this role is to perform patient/resident/resident care activities alongside the registered nurses, and for the PCW to work as part of the health care team, assisting the registered nurses to provide patient/resident care. The PCW is required to practice under the supervision of a Registered Nurse at all times, and care will be delegated in accordance with education level, confidence and competency of the PCW. PCWs retain responsibility for their own actions and remain accountable to the Registered Nurse for all allocated functions.

KEY WORKING RELATIONSHIPS:

Internal – All CDH staff

External – Peak bodies

MANDATORY REQUIREMENTS:

- COVID-19 vaccination, evidence of a full primary course (2 doses) and any booster doses is a requirement of employment at Cohuna District Hospital.
- Influenza vaccination compliance is a requirement for employment at Cohuna District Hospital
- Annual training as per CDH Mandatory training policy

POSITION SPECIFIC RESPONSIBILITIES:

The PCW under the supervision of the Registered Nurse or their delegate is expected to:

- Work to contribute to positive outcomes in accordance with Cohuna District Hospital policies and guidelines;
- Work within the defined role and practice parameters determined within this position description;
- Participate in delegated aspects of care delivery in relation to the patients/residents plan of nursing care;
- Ensure patient/resident dignity and privacy are maintained at all times;
- Provide constant patient/resident observation when directed by the registered nurse, following assessment by the registered nurse;
- Maintain a safe patient/resident environment;
- Communicate effectively in the work environment including appropriately directing telephone enquiries;
- Assist visitors in the ward environment as required;
- Communicate effectively with patients/residents, residents and the multidisciplinary team;
- Assist in bed making and keeping the ward environment tidy;
- Participate in organisational hand hygiene initiatives;
- Assist patients/residents with their activities of daily living, including but not limited to:
 - Hygiene, shaving and skin care;
 - Assist with feeding and hydration;
 - Assistance with mobility, transfers, and positioning;
 - Assistance with elimination needs;
 - Diversional activities and social activities.
- Recognise, report and record incidents promptly, clearly and concisely to the supervising registered nurse;
- Successfully complete all mandatory organisational competencies and training within the requirements of the work role;
- Ensure infection control policies and principles are adhered to at all times.



KEY SELECTION CRITERIA:

KSC1 - Sound knowledge and skill in relation to patient/resident care, relevant to experience and scope of clinical practice

KSC2 - Good understanding and adherence to the principles underpinning patient/resident centred care

KSC3 – Ability to practice collaboratively as part of a multidisciplinary team

KSC4 – Ability to set goals and objectives and meet deadlines as required

KSC5 – Commitment to a professional work ethic

KSC6 - Well-developed interpersonal skills, including an ability to communicate effectively with other staff, patient/residents and their families

KSC7 – Basic computer skills

OTHER RESPONSIBILITIES:

General:

- Positively promote CDH **RITE** values within the organisation.
- Each employee has a responsibility to comply with all CDH policies and procedures and familiarise themselves with those relevant to their position.
- Promote practices which comply with the policies and procedures of CDH and actively participate in the maintenance of relevant policies and procedures to ensure best practice.
- Participate in departmental and organisational meetings as required.
- Maintain accurate records, statistics and reports, as required.
- Report all incidents and near misses as soon as possible after the event.
- Participate in Risk Management activities of relevance and assist with identification and control of risks within their department.
- Actively participate in Performance Appraisal processes, six months after commencement and annually thereafter.

Confidentiality:

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of CDH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action and may include termination.

Diversity:

CDH is a safe and inclusive workplace. We value the visible and invisible qualities that make you who you are. We expect our workforce to align with our diversity expectations and programs. Working at CDH means you are on board with our journey, you will show respect, understanding and kindness to other regardless of ethnicity, sexuality, identity or any other protected attributes. We particularly acknowledge the traditional custodians of our land and pay our respects to elders' past, present and emerging.

Occupational Health and Safety:

The safety, health and wellbeing of employees is a priority for CDH and you recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of individuals. CDH has an organisation culture that promotes positive mental health and wellbeing through supportive leadership employee participation and shared decision making.

You commit to:



- Complying with instructions given for your own safety and health, and that of others, in adhering to safe work procedures
- Take reasonable care to ensure your own safety and health and that of others, and to abide by the duty of care provided for in legislation
- Report through the incident management system any near misses or incidents as they occur
- Not place others at risk by any act of omission
- Not willfully or recklessly interfere with safety equipment
- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Promote our values and vision

Infection Prevention and Control:

- Each employee has a responsibility to implement Infection Control guidelines of relevance to the position.
- Each employee has a responsibility to minimise infection risks and practice within Public Health Directives.

Disaster and Emergency Response:

- The employee understands and acknowledges that they may be required to work as assigned, if requested, to meet CDH responsibilities in a disaster or emergency situation.
- Each employee has a responsibility to participate in emergency response drills and attend relevant emergency training.

Quality and Risk Management - Continuous Quality Improvement:

Each employee has a responsibility to help ensure continued employee, patient safety and quality of care:

- Aim to provide a positive experience for each patient, client, resident and customer every time.
- Utilise the principles of “Patient Centered Care” as a guide to provide a positive experience each and every time.
- Identify, report and manage risks and ensure actions are taken to prevent and minimize harm to consumers and our workforce
- Maintain a safe working environment at all times
- Comply with CDH and relevant registration bodies mandatory continuing professional development requirements.
- Comply with requirements of the National Safety and Quality Health Service Standards Aged Care Quality Standards and other relevant standards, regulations and legislative requirements.
- Understanding individual responsibility for safety, quality and risk and adhere to the relevant policies, procedures and guidelines at CDH
- Contribute to organisational quality and safety initiatives and participate in the development and review of policies and procedures as appropriate
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Abide by the Code of Conduct for Public Services

Workplace Harassment and Bullying:

- CDH has adopted and applies the State Services Authority Code of Conduct.
- Each employee has the right to a workplace free from any form of harassment or



bullying.

- Each employee has a responsibility to comply with CDH policy and participate in education and training.

Health Promotion:

- CDH adopts the principles of health promotion and encourages all employees to embrace the organisation’s Health Promotion activities.
- Each employee is encouraged to support/participate in health promotion programs.

Confidentiality:

- Any breach of the Confidentiality Policy may result in disciplinary action and/or dismissal and a possible fine under the Health Services Act (Vic).

Police Record Check:

- This position requires a satisfactory National Police Check.
- CDH will not make a formal offer of employment until a candidate provides this document.

TERMS AND CONDITIONS in accordance with the Letter of Offer.

Declaration:

As the incumbent of this position, I acknowledge that I have read this Position Description, understand its contents and agree to work in accordance with the contents therein.

I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies applicable to CDH.

I agree to observe the Public Sector Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name:	
Signature:	
Date:	

cc: Personnel File

Cohuna District Hospital is an Equal Opportunity Employer

Reviewed & Updated 06/04/2022