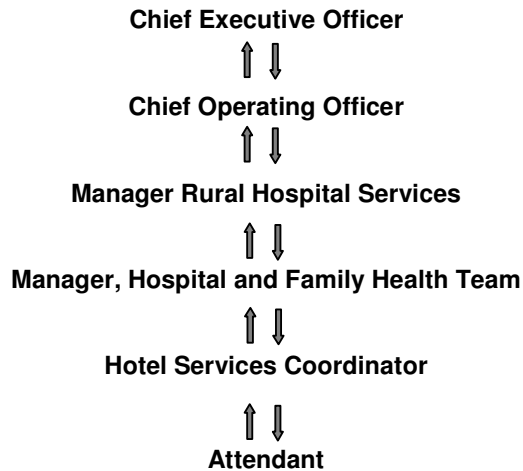


Position Description

Position Title: Attendant
Responsible to: Manager, Hospital and Family Health Team, Te Kuiti
Prepared/Reviewed: 09 February 2010

Place in Organisation



Position Holder's Name : _____

Position Holder's Signature : _____

Manager's Name : _____

Manager's Signature : _____

Date : _____

Purpose of the Position

- The appointee will be responsible for the provision of a safe and efficient cleaning service to designated areas, in accordance with Waikato District Health Board policies and procedures under the direction of the Hospital Manager. There will be a commitment to the Continuous Quality Improvement programme as set down by the Hotel Services Coordinator. The security of the premises, grounds and safety of personnel will be considered at all times.

Nature & Scope of Responsibilities

Security/Budget

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> To undertake security duties which secure and protect personnel, premises and grounds. 	<ul style="list-style-type: none"> Security procedures detailed in procedure manual are adhered to.
<ul style="list-style-type: none"> Participates in responsible management of service budget 	<ul style="list-style-type: none"> Utilises resources economically and efficiently.

Communication

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> Maintain effective communication with hospital personnel. 	<ul style="list-style-type: none"> Attend regular staff meetings with other staff members and manager.
	<ul style="list-style-type: none"> Address issues of concern identified by audit.

Infection Control

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> Infection control measures are understood and practised. The environment is maintained in accordance with recommended standards. 	<ul style="list-style-type: none"> Cleaning procedures are completed in a timely manner and the end results indicate substantial compliance with departmental standards. Appropriate procedures are used for waste management and handling of soiled linen.
	<ul style="list-style-type: none"> The infection control guidelines are followed and understood.
	<ul style="list-style-type: none"> Adequate measures are taken for self protection in high risk areas. Evidence of opportunity to participate in hepatitis B programme.

Health & Safety <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 and associated Waikato DHB policies 	<ul style="list-style-type: none"> • 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, and hazards eliminated, minimised or isolated • Complies with Waikato DHB incident reporting policy • Emergency management procedures and compulsory / compliance education and training completed.

Risk Minimisation <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To actively contribute to risk management activities within the service 	<ul style="list-style-type: none"> • Contributes to the service's risk management activities by: <ul style="list-style-type: none"> ⌘ Identifying risks ⌘ Notifying the manager of these ⌘ Participating in the service's risk minimisation activities ⌘ Complying with Waikato DHB policies, procedures, protocols and guidelines ⌘ Participating in audits

Continuous Quality Improvement <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To actively contribute to Continuous Quality Improvement activities within the service 	<ul style="list-style-type: none"> • Contributes to the service's Continuous Quality Improvement by : <ul style="list-style-type: none"> ⌘ Identifying improvement opportunities ⌘ Notifying the manager of these ⌘ Participating in the service's quality improvement activities ⌘ Providing good customer service ⌘ Complying with standards ⌘ Being responsive to customer requests or complaints ⌘ Working to improve quality of service and customer satisfaction

Team Member <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Individual responsibilities, actions and contributions enhance the success of the area/service/team and division ○ Te Tiriti o Waitangi (Treaty of Waitangi) ○ Equal Employment Opportunities (EEO) 	<ul style="list-style-type: none"> • Maintains a current knowledge of relevant issues, trends and practices • Behaviour demonstrates cultural appropriateness and sensitivity • Builds and maintains productive working relationships • Participates as a member of designated group(s) • Values individual effort, innovation and creativity • Contributes to the service, division and organisation • Work practices are consistent with The Toward Māori Health Gain: Organisational Framework, and demonstrate: <ul style="list-style-type: none"> ✦ Partnership and shared decision making with Māori ✦ Participation and consultation with Māori ✦ Protection of Māori needs, values and beliefs • Demonstrates an understanding in health of barriers and disparities that affect Māori • Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices

Personal & Professional Development <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Assumes responsibility for personal and professional / work education and development 	<ul style="list-style-type: none"> • Maintains and/or extends knowledge and skill base required for effective performance • Identifies any learning needs • Negotiates with management to attend appropriate education and training • Participates in own performance review annually.
<ul style="list-style-type: none"> ○ Perform such other duties as reasonably required by the manager in accordance with the conditions of the position 	<ul style="list-style-type: none"> • All other additional duties are performed in an efficient manner, to the required standard and within a negotiated timeframe.

Relationships

If relevant, denote if the position holder e.g. co-ordinates, influences, guides staff, or agencies listed

Internal :

- Manager, Te Kuiti Hospital and Family Health Team
- Infection control and Environmental services
- Hotel Services Coordinator
- Hotel Services Staff
- Clinical Nurse Managers
- Heads of Department

External :

- Ambulance Service

Physical Requirements

○ The following denote the key physical requirements for the job

- ☞ Standing
- ☞ Walking
- ☞ Sitting
- ☞ Stairs
- ☞ Simple Grasping)
- ☞ Fine Manipulation
- ☞ Operating Machinery/Equipment
- ☞ Lifting/bending
- ☞ Lifting /overhead reaching
- ☞ Carrying
- ☞ Pushing/Pulling
- ☞ Twisting
- ☞ Climbing/Balancing
- ☞ Crouching/Squatting
- ☞ Other Reaching
- ☞ Crawling