

Eastern Health

POSITION DESCRIPTION

Position Title:	Cleaner, Support Services Blackburn Public Surgical Centre
Award Classification:	IN18 – Cleaner / Patient Transport Grade 1
Award / Agreement Name:	Health & Allied (04) Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Position Reports to:	Support Services Manager

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and state-wide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The role of the cleaner is to maintain a microbiologically safe environment for Patient Care and to maintain a clean and safe environment for staff. Assist in presenting an attractive, safe and inviting environment for visitors and members of the general public.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

All cleaning tasks must be carried out in accordance with the following standards;
Department of Human Services Cleaning Standards for Victorian Health Facilities
Eastern Health Infection Control Policies and Procedures

Cleaning responsibilities include but not limited to (to be undertaken as required or directed)

- Making and washing of beds, replacing linen
- Washing of bedside lockers, tables, chairs and meal tray tables
- Mopping and vacuuming floors
- High Dusting
- High Touch point cleaning
- Cleaning bathrooms and toilets
- Assist with the provision of fresh linen at point of use
- Change bed screens when soiled and in accordance with roster
- Clean transport trolleys and chairs as required
- Clean and re-stock the dirty utility room and clean storeroom
- Defrost and clean patient fridges and staff fridges
- Clean equipment in the ward including but not limited to I-med pumps, IV poles, wheelchairs, commode chair and trolleys.
- Undertake ad hoc cleaning duties and infectious cleaning as required
- Check and replace gloves and other consumables
- Ensure ward/clinical area is clean and tidy at all times including clean and re-stock pantry, clean cupboards, drawers, shelving, bench tops, microwaves and desks in the ward, empty waste bins and confidential waste bins and linen skips
- Support Eastern Health's commitment to recycling through the correct segregation of waste
- Assist with the disposal of contaminated and infectious waste and linen

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

- Hand Hygiene
- OH &S training
- I-Learn modules as required annually

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of ongoing self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Can do attitude
- Proven ability to work alone and in teams

Desirable

- Demonstrated experience cleaning in a healthcare environment
- Ability to work autonomously and as part of a team.
- Good work ethic with a passion for cleaning & a focus on attention to detail
- Experience using cleaning equipment including scrubbing and buffing machines