

Position Description

Position Title	Environmental Services Assistant		
Department / Division	Support Services Department		
Classification	HA1	Employment Status	Casual
Position reports to	Support Services Manager		
Location	The Royal Children's Hospital, Flemington Road, Parkville		

The Royal Children's Hospital

The Royal Children's Hospital (RCH) has cared for the children and young people of Victoria since it was founded in 1870. As a tertiary and quaternary centre, the RCH cares for the most critically ill and medically complex paediatric patients in Victoria. In addition to providing a full range of clinical services, the hospital also supports many health promotion and prevention programs. With more than 6,000 staff, 12 wards and 350 beds, the RCH is the major specialist paediatric hospital in Victoria, and also provides care for children and young people from Tasmania, southern New South Wales and other states around Australia and overseas.

We are the state's busiest paediatric Emergency Department, often experiencing more than 300 presentations on any given day. The RCH is committed to working with health services across the state and plays a significant role in many critical state and nationwide services. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time, for the benefit of all Victorian children. The Royal Children's Hospital is committed to the safety and wellbeing of all children and young people. Click here for further information on our Commitment to Child Safety: <http://www.rch.org.au/quality/child-safety/>

In April 2016, the RCH became the first Australian hospital to implement the world-leading 'Epic' electronic medical record (EMR). RCH has a strong focus on supporting the successful delivery of the Parkville Connecting Care program – a shared EMR with the Royal Women's Hospital, The Royal Melbourne Hospital and Peter MacCallum Cancer Centre.

The RCH is located within the Melbourne Biomedical Precinct, which is home to more than 45 world-class biomedical organisations, with collectively more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region.

Further information on the RCH including the new RCH Strategic Plan 2019-21 Great Care, Everywhere is available at www.rch.org.au

ROLE PURPOSE

The Environmental Service Assistant is an effective member of the facility who will work with other staff as required to undertake a range of non-clinical cleaning duties which supports the well being of patients, staff and others. The operator is likely to have contact with patients, staff and visitors to the hospital and will demonstrate effective inter-personnel skills and an ability to work cooperatively and flexibly so as to not disrupt the operation of the work unit.

KEY ACCOUNTABILITIES

Housekeeping

- Maintain nominated areas in a clean state in accordance with the specified work schedules and cleaning systems. Cleaning to include but not limited to floor care, high dusting, damp wiping, spot cleaning (including walls, doors, glass, bathrooms and toilets, vents and equipment), within agreed time frames and in accordance with the cleaning standards for Victorian health facilities
- Remove rubbish and waste, including cytotoxic and clinical waste and sharps containers.
- Clean rooms and equipment in room/s according to Standard Operating Procedures
- Ensure adequate quantities of washroom supplies are available within the areas serviced and that dispensers are restocked have the correct expiry date
- When required participate with cleans and spills to maintain areas of the hospital are in a clean state.
- When required participate with the removal and/or collection of soiled linen.

Transport

- Assist when required with the delivering of items to include but not limited to, Pharmaceutical items, scripts and drug charts, Medical gas cylinders, products to and from CSSD, medical equipment and general goods and equipment.
- Transfer of waste and linen as required.

Equipment care and management

- Use and maintain any piece of equipment in accordance with manufacturers and or supervisory instructions.
- Cleaning of pool based equipment
- Maintain equipment in a clean condition.
- Remove any unnecessary equipment / materials that could be potential safety hazards.
- Ensure all electrical equipment is electrical safety tested before delivery and use.
- Report faults and damage to equipment to as appropriate

Unit Support

- Replenish cleaning trolley with consumables at the end of the day for readiness for the next person.
- Maintain an awareness of unit security
- Participate in quality assurance and related programs
- Attend unit and Support Service Department meetings and training as required.

Occupational Health & Safety

- Apply OH&S principles in accordance with the Occupational Health and Safety policies.
- Report accidents, work injuries and potential work hazards with 24 hours of occurrence using appropriate VHIMS reporting.
- Apply recommended techniques and procedures for all lifting, pushing and pulling processes.
- Confidentiality
- Patient and staff confidentiality is to be maintained at all times.

General

- Participate as an active team member
- Attend development programs as directed
- Use positive methods of communication including being courteous and using active listening.
- It is expected that all staff conduct themselves in a manner, which reflects respect for their colleagues and enhances the effective operation of the team.
- Undertake any other duties as directed within your skill level for which you have been trained.

Compliance and Governance

- Ensure all organisational and Victorian Government policies and procedures are complied with.

RCH Values and Behaviours

- Demonstrate RCH values of unity, integrity, excellence and respect.
- Adhere to the RCH code of conduct, policies and procedures, which incorporates RCH's organisational expectations of employees and managers as amended from time to time. This includes but is not limited to, Health and Safety, Quality, Business Continuity, Risk Management Responsibilities and Infection Control.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Knowledge of infection controls principles and procedures
- Reasonable level of verbal and written English

Desirable:

- Previous experience in a hospital setting desirable

Other Requirements:

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- A current, full drivers licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

KEY SELECTION CRITERIA

- Ability to work independently and as part of a team
- Ability to prioritise competing needs and work flexibility

- Displays a commitment to providing quality service to patients and families
- Displays an awareness of and works to culturally diverse needs of patients and families
- Demonstrated time management and organisational skills
- Good interpersonal skills
- Displays the RCH values of unity, respect integrity and excellence

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- *We do better work caring for children and families when we also care for each other*
- *I bring a positive attitude to work – I share, I laugh, I enjoy other's company*
- *I take responsibility for my behaviour and its impact on others*
- *I am curious and seek out ways to constantly learn and improve*
- *I celebrate the good stuff, the small stuff, the big stuff – it all matters*
- *I speak up when things aren't right*
- *I value the many different roles it takes to deliver great patient care*
- *I actively listen because I want to understand others and make better decisions*
- *I am inclusive and value diversity*
- *When it comes to teamwork, I don't hold back – I'm all in.*

QUALITY, SAFETY AND IMPROVEMENT

RCH Employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- *Acting in accordance and complying with all relevant Safety and Quality policies and procedures*
- *Identifying risks, reporting and being actively involved in risk mitigation strategies*
- *Participating in and actively contributing to quality improvement programs*
- *Complying with the requirements of the National Safety & Quality Health Service Standards*
- *Complying with all relevant clinical and/or competency standards*
- *Complying with the principles of Patient and Family Centred Care that relate to this position*

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, all members of the LGBTQI community and people with disability.

Position description last updated

2020