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## Wardsperson Level 1, 3 and 4

**Contact Number:** \_\_\_\_\_

<b>Hospital</b>	Maitland	<b>Service Day/s</b>	7 Days. Morning and late Mon-Sun	<b>Allotted time:</b>	
<b>Department</b>		<b>Contact name</b>		<b>Date Revised</b>	
<b>Dept Head Name</b>	Darran Hooper	<b>Dept Head Signature</b>		<b>Date</b>	

### Meal Breaks

8 hour shift	1 x 20 minute tea break + 1 x 30 minute meal break
6 hour shifts	1 x 10 minute tea break + 1 x 30 minute meal break
5 hour shift and under	1 x 10 minute tea break

Routine	DUTIES
	Sign on at Security Office, Collect Zebra phone from Security Office.
	Transport patients as needed.  Assist in the transport of patients to and from Imaging Department.  Perform wardsperson duties between assigned level when requested  Assist other wardsperson roles when demand requires  Respond to Helicopter when needed.  At the direction of Nursing staff or NUM collect and deliver pathology specimens to/from HAPS unit  Collect trolley and body bag from the mortuary and take to the Ward. Assist nursing staff with the body wrapping and movement on to the trolley. Transport the Deceased to the mortuary and place the body into the holding area. Complete relevant paperwork. Ensure two signatures are placed in the register.  Collect empty gas cylinders from the Ward and return to the gas storage area (store equipment room). Replace with full cylinders as required. Check all cylinders at the beginning of the shift.

	<p>Ensure all unused beds are stored appropriately in assigned storage areas</p> <p>Respond to rapid response, Secondary Code black Response</p> <p>Portering of echo patients to treatment area</p> <p>Change over full sharps containers (placing them in the waste persons pick up area) if time permits.</p> <p>Other duties as required by Security Manager or AHNM</p>
	Sign off rostered shift in the Security Office
Safety	<ul style="list-style-type: none"> <li>• Follow Infection Control Precautions when transporting patients as needed</li> <li>• Follow correct manual handling procedures as needed.</li> </ul>