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Author: Darran Hooper		Version: 1.0
Email: Darran.hooper@health.nsw.gov.au		Modified: 29/09/2022
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Wardsperson Imaging

Contact Number: 71038

Hospital	Maitland	Service Day/s	Monday to Sunday	Allotted time:	
Department	X-Ray Wardsperson	Contact name		Date	
Dept. Head Name	Darran Hooper	Dept. Head Signature		Revised	
		Date			

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 71038 from Security Office call Wardsperson and give the number needed. Immediately at start of shift. Liaise with Wardsperson on shift consult what needs to be done for the shift. e.g. Scans if needed, all general x-rays (DX) that need to be completed.
	Proceed to Medical Imaging Department and get tasks required: ❖ Transferring of patients from X-Ray to ward area's and ward area's to X-Ray. ❖ Transferring of patients to and from emergency as required. ❖ Coverage of transfers if Wardsperson have code blue or Code Black calls when required.
	Liaise with Wardsperson throughout the shift to ensure good teamwork and communication If workload is reduced help the other wardspersons where required. Change over full sharps containers (placing them in the waste persons pick up area) if time permits. Other duties as required by Manager or AHNM
	Sign off rostered shift in Security office

Safety	<ul style="list-style-type: none">• Follow Infection Control Precautions when transporting patients as needed• Follow correct manual handling procedures as needed.
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