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Emergency Department Wardperson

Contact Number: 71040

Hospital	Maitland	Service Day/s	Monday to Sunday	Allotted time:	
Department	ED Wardsperson	Contact name		Date	
Dept. Head Name	Darran Hooper	Dept. Head Signature		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
	<ul style="list-style-type: none"> Sign on at Security Office, Collect Zebra phone from Security Office. 71040
	<ul style="list-style-type: none"> Transport ED patients as needed Obtain hand over from the clinical staff of patient requirements and sign the Transfer Pass Follow the SWP for this process
	<ul style="list-style-type: none"> Collect empty gas cylinders from the ED and return to the gas storage area (store equipment room). Replace with full cylinders as required. Check all ED cylinders at the beginning of the shift. Check all cylinders on the ED Beds and bed side
	<ul style="list-style-type: none"> Assist nursing staff with patient care. EG, lifts, turning, rolling, patient comfort. Assist in the transport of patients to and from Imaging Department. Assist the nursing staff with equipment requirements such as pressure mattresses
	<ul style="list-style-type: none"> Other duties as required by Manager, In-charge (Red Tunic) or AHNM Respond to Helicopter when needed.
	<ul style="list-style-type: none"> Collect trolley and body bag from the mortuary and take to the ED Area. 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. <u>Ensure 2 signatures are place in the register.</u>

	<ul style="list-style-type: none"> • Transport patients throughout the facility as requested • Clean wheel chairs after each patient use. (This is an infection control requirement) • This includes but is not limited to, Seat, seat back, arm rests, wheels, foot rests and frame.
	<ul style="list-style-type: none"> • Change over full sharps containers (placing them in the waste persons pick up area) if time permits.
	<ul style="list-style-type: none"> • The wardsperson are an integral part of the ED team. Regularly interact with the In-charge and nursing staff re; assistance that can be given. • Same process for organising teas breaks around work load. Breaks are to be taken in the ED Lunch Room
	<ul style="list-style-type: none"> • At the end of the shift complete a hand over for the oncoming Wardsperson
	<ul style="list-style-type: none"> • Sign off at 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.