

Create Date: 3/07/2011 2:45 PM	 Health Support Services	Document ID: FM6487
Author: Fifi Spechler		Version: 1.0
Email: Fifi.Spechler@hss.health.nsw.gov.au	Division of: Shared Business Services	Modified: 1/12/2011 1:22:10 PM
Approved by: Glenn Hadfield - HSS	Applies to: All Environmental Facilities	Local ID: FM6487
Published Date: 1/12/2011 1:22:10 PM	The controlled version of this document appears on http://portal.htech.health.nsw.gov.au	Local Version: 1.0

FM ENVIRONMENTAL SERVICES H.S.A 2 Day Shift (Position 8B on the roster) 0800-1600


Environmental Services Contact Number: 71031

Hospital	<u>Maitland</u>	Service Day/s	<u>7 Days</u>	Allotted time:	<u>8 hrs</u>
Department	<u>Level 1</u>	Contact name		Date Revised	<u>30.3.22</u>
Dept Head Name	<u>Dominic Parente</u>	Dept Head Signature		Date	<u>28.4.22</u>

On call meal break


Routine	DUTIES
0800	Sign on the sign on sheet
	Collect 71031 from Security Office
	The position of Health and security assistant is a busy role with high activity and this can make balancing competing demands and tasks difficult and requires a flexible and attentive employee to be effective. With this in mind the following work routine is designed to give guidance only and a clear list of tasks to be achieved during the course of a shift.
	<p>Proceed to the work area, which is level 1</p> <p>Complete a hand over from the night shift collecting relevant information for the commencing shift.</p> <p>Collect any cards from Theatre or ICU for the transport or care of patients.</p> <p>Respond to calls from the Recovery, Theatre, ICU, and X-Ray. Take Pts. to and from the Echo dept. as needed.</p> <p>Assist transfers in Birthing Unit, to theatre and radiology</p> <p>Unlock the After Hours Carpark at 10am or as close as possible</p>
	Collect empty gas cylinders from the floor (Level 1) and return to the gas storage area(Store Equipment Room). Replace with full cylinders as required.
	Assist nursing staff with patient care. EG, lifts, turning, rolling, patient comfort.

	<p>Collect, bag and transport deceased persons to the body holding area, complete relevant paperwork. Discharge bodies to the undertakers. With correct paperwork.</p>
	<p>Respond to helicopter retrievals and departures. Secure priority lift to level 7, retrieve team, escort to ward and back to helipad. Assist team as required</p>
	<p>Respond to code black calls on all wards and throughout hospitals. Assist with patient seclusion as requested.</p>
	<p>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.</p>
	<p>Other duties as required by Supervisor, Manager or AHNM</p>
1600	<p>At the end of the shift complete a hand over for the oncoming shift.</p>
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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FM ENVIRONMENTAL SERVICES X-Ray Department 0700-1400

Environmental Services Contact Number: 71038

Hospital	<u>Maitland</u>	Service Day/s	<u>Monday to Friday</u>	Allotted time:	
Department	<u>X-Ray Wardsperson</u>	Contact name		Date Revised	<u>30.3.22</u>
Dept. Head Name	<u>Dominic Parente</u>	Dept. Head Signature		Date	<u>28.4.22</u>


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
Start of Shift:0800	Sign on at Security Office
	Collect 71038 from Security Office call H.S.A.'s and give the number needed. Immediately at start of shift. Liaise with H.S.A.'s on shift consult what needs to be done for the morning. 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 emergency as required. ❖ Coverage of transfers if H.S.A's have Met and Code Black calls When required. ❖ Birthing Unit & Theatre Waste run
	Liaise with HSA's throughout the day so everyone's on the same page. Note if workload if quite help the H.S.As and visa versa.
	PLEASE document each procedure that you do for records
	Other duties as required by Supervisor, Manager or AHNM
Completion of shift 2pm	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

**Extra hours
add 0700 to
0800**

- Replace Veolia sharps containers (full) with empty in all locations and replace the same of empty

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FM ENVIRONMENTAL SERVICES HSA
2nd Afternoon shift ED HSA
(Position 45C on the roster) 1600-0000

Environmental Services Contact Number: 71395

Hospital	<u>Maitland</u>	Service Day/s	<u>7 days</u>	Allotted time:	<u>8hrs</u>
Department	<u>ED & Security</u>	Contact name		Date Revised	<u>30.3.22</u>
Dept Head Name	<u>Dominic Parente</u>	Dept Head Signature		Date	<u>28.4.22</u>

On call meal break

Routine	DUTIES
<i>Every shift starts at 4pm</i>	<ul style="list-style-type: none"> ➤ Sign on the sign on sheet ➤ Collect keys and/or Zebra phone as required 71037 for this position. ➤ Proceed to the work area
	<ul style="list-style-type: none"> ➤ Transfer priority is determined by the white board and the C/NUM. Phone calls will be kept to a minimum as the C/NUM will be the main point of contact. Transfers are determined by the white board
	<ul style="list-style-type: none"> ➤ The position of Health and security assistant is a busy role with high activity and this can make balancing competing demands and tasks difficult and requires a flexible and attentive employee to be effective. With this in mind the following work routine is designed to give guidance only and a clear list of tasks to be achieved during the course of a shift. ➤ This position will remain in the ED dept and utilized the ED staffroom for breaks. (work out with the "In charge" pending demand)
	<ul style="list-style-type: none"> ➤ This position in ED is to do the xrays transfers/portering to and from the x-ray. (primarily) ➤ The wardperson & other H.S.A will be called for the ward transfers as needed (primarily) ➤ The 2 H.S.As will work together re; workloads.

	<ul style="list-style-type: none"> ➤ They will relieve each other for their breaks in conjunction with the C/NUM
	<ul style="list-style-type: none"> ➤ Collect empty gas cylinders from the ED and return to the gas storage area. Replace with full cylinders as required. Check all ED cylinders at the beginning of the shift.
	<ul style="list-style-type: none"> ➤ Assist nursing staff with patient care. EG, lifts, turning, rolling, patient comfort.
	<ul style="list-style-type: none"> ➤ Assist with transport deceased persons from ED to the body holding area, complete relevant paperwork when needed
	<ul style="list-style-type: none"> ➤ Respond to code black calls. As determined by safety needs. ➤ Return to Porterage asap so transfer times are not impacted
<i>Infection control</i>	<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"> ➤ Other duties as required by Supervisor, Manager or AHNM
<i>12MN</i>	<ul style="list-style-type: none"> ➤ Sign off rostered shift in the Environmental Services Office.
<i>Safety</i>	<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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FM ENVIRONMENTAL SERVICES Security (Position 14 on the roster) 9pm to 7am

Environmental Services Contact Number: 71037

Hospital	<u>Maitland</u>	Service Day/s	<u>7 Days</u>	Allotted time:	<u>10 hrs</u>
Department	<u>Dedicated Security</u>	Contact name		Date Revised	<u>30.3.22</u>
Dept Head Name	<u>Dominic Parente</u>	Dept Head Signature		Date	<u>28.4.22</u>

On call meal break

Routine	DUTIES
9pm	Sign on the Security sign on sheet
	Collect phone number 71037 as required, Handover from H.S.A's
	Proceed to the work area
	Respond to code black calls. Assist with patient seclusion as requested. Take briefings from police about arriving patients; communicate with staff about schedules (police or ambulance) Patrols of buildings external to deter smoking.
9.50pm	Go to carpark with HSA lock After Hours carpark gate
10:00hrs	Return to normal security duties, ie: External Door checks, Lockdown check, Internal/External Patrols, Ward checks
23:00hrs approx,	Patrol of hospital, Internal & External Building try to keep it random ,return to main entrance duties, checking identities of visitors or patients , door entry and refusals, checking with various wards as to whether these people are allowed on ward. Any and all escorts of staff and visitors to car parks as required. Allow access to visitors thru ED + Screening station.
	Carry out duress testing if able to. Any findings report back to Manager & Facility

	Management.
05:30hrs	Unlock doors
	Fill out security book and complete reports and IIM's. this is to be done throughout the shift to ensure correct and precise information has been entered
Any time	<p>Assist with pregnant woman alighting from vehicles and escort to birthing unit if required.</p> <p>Assist with injured or ill people from vehicles if required.</p> <p>Assist with helipad duties, escort flight crew into facility, down lift to retrieval site. Escort back up to helipad, grant access onto helipad. Keeping area secured at all times</p> <p>Answer all fire alarms, direct fire brigade to affected areas after locating fire or smoke detector in question, unlock and re-secure doors of areas inspected..</p> <p>Internal patrols of hospital including wards at random times.</p> <p>Assist HSA with patient rolls and positioning in x-ray or ED as needed, pathology runs as needed when Wardsman is busy.</p> <p>Keep familiar with systems and areas of campus as they change.</p> <p>Answer fridge alarms in kitchen or pharmacy when activated and evaluate or fix issue.</p> <p>Other duties as required by Supervisor, Manager or AHNM</p>
	Check fit pack dispensary to ensure there are not needles or fit packs laying around
07:00hrs	Off Duty - Sign off rostered shift at the Security Office.
As requested	Also an occasional lighting audit is carried out throughout hospital and reporting faulty doors or locks etc.
Safety	<p>Follow Infection Control Precautions when transporting patients as needed.</p> <p>Follow correct manual handling procedures as needed.</p>

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FM ENVIRONMENTAL SERVICES Emergency dept. H.S.A./Cleaner (Position 12A on the roster) next day catch up cleaning


Environmental Services Contact Number: 71037

Hospital	Maitland	Service Day/s	7 days	Allotted time:	7.40 hours Night shift.
Department	Emergency dept.	Contact name		Date Revised	30.3.22
Dept. Head Name	Dominic Parente	Dept. Head Signature		Date	28.4.22

On call meal break


Routine	DUTIES
Start as per arrangement	<ul style="list-style-type: none"> • Sign on the sign on sheet • Collect 71037 Proceed to the work area
	<ul style="list-style-type: none"> • Assist with patient seclusion as requested. • Assist with patient transfers within ED, to XRAY and wards respectfully. • Respond to Code Black & Code Blue Calls as determined by safety needs. • Collect empty gas cylinders from the ED and return to the gas storage area. Replace with full cylinders as required. Check cylinders at the beginning of shift
10min Tea break	<ul style="list-style-type: none"> • The emergency department is a busy area with high activity and this can make cleaning this area difficult and requires a flexible and attentive employee to be effective. With this in mind the following work routine is designed to give guidance only and a clear list of tasks to be achieved during the course of a shift.
	<ul style="list-style-type: none"> • Assist nursing staff with patient care. EG, Lifts, turning, rolling, patient comfort • Assist with transport of deceased persons from ED to the body holding area (mortuary). With completed paperwork when needed.
	<ul style="list-style-type: none"> • Other duties as required by Supervisor, Manager or AHNM
12MN	<ul style="list-style-type: none"> • Sign off in Security office

Safety	<ul style="list-style-type: none">• Follow correct manual handling procedures as needed
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FM ENVIRONMENTAL SERVICES Emergency Department Wardperson 8am to 1pm - W/Ends 8am to 4pm (position 15 on the roster)


Environmental Services Contact Number: 71040

Hospital	<u>Maitland</u>	Service Day/s <u>Monday to Friday</u>	Allotted time: <u>5 hours per day</u>
Department	<u>ED Wardsperson</u>	Contact name _____	Date Revised <u>30.3.22</u>
Dept. Head Name	<u>Dominic Parente</u>	Dept. Head Signature 	Date <u>28.4.22</u>

On call meal break


Routine	DUTIES
8am	<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.
	<ul style="list-style-type: none"> Other duties as required by Supervisor, Manager, In-charge (Red Tunic) or AHNM
	<ul style="list-style-type: none"> Collect trolley and body bag take to the ED Area. Assist nursing staff with the body wrapping and movement on to the trolley. Transport the Deceased to the body holding area. Complete relevant paperwork. Ensure 2 signatures are place in the register.
	<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

1pm	<ul style="list-style-type: none">• At the end of the shift complete a hand over for the oncoming H.S.A.
	<ul style="list-style-type: none">• Sign off at Security Office• Weekends and Public Holidays start at 8am to 4pm
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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FM ENVIRONMENTAL SERVICES Medical 1 Wardsman/Cleaner 0730-1600

Environmental Services Contact Number: 71395

Hospital	<u>Maitland</u>	Service Day/s	<u>7 Days.</u>	Allotted time:	<u>7.6 hours</u>
Department	<u>Level 4 & ED</u>	Contact name	<u></u>	Date Revised	<u>30.3.22</u>
Dept Head Name	<u>D Parente</u>	Dept Head Signature		Date	<u>28.4.22</u>

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
0730	Sign on at Security Office
	Collect 71395 as required
	Transport patients, within ED as needed.
	Assist in the transport of patients to and from Imaging Department.
	Perform Transfer duties for Level 4 when requested
	At the direction of Nursing staff or NUM collect and deliver pathology specimens to/from HAPS unit
	Respond to rapid response, Secondary Code black Response
1600	Other duties as required by Supervisor, Manager or AHNM
	Assistance with echo patients – transport
	Sign off rostered shift in the Security Office

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FM ENVIRONMENTAL SERVICES HSA 3 Afternoon Shift (Position 10C on the roster) 1600-0000

Environmental Services Contact Number: 71032

Hospital	<u>Maitland</u>	Service Day/s	<u>7 Days</u>	Allotted time:	<u>8 hrs</u>
Department	<u>Level 3</u>	Contact name	<u></u>	Date Revised	<u>30.3.22</u>
Dept Head Name	<u>Dominic Parente</u>	Dept Head Signature		Date	<u>28.4.22</u>

On call meal break

Routine	DUTIES
	Collect 71032 zebra phone
	The position of Health and security assistant is a busy role with high activity and this can make balancing competing demands and tasks difficult and requires a flexible and attentive employee to be effective. With this in mind the following work routine is designed to give guidance only and a clear list of tasks to be achieved during the course of a shift.
	Assist in transfers within level 3 & 1 Assist in the Helicopter retrievals
	Proceed to the work area, which is Level 1, Level 3 Complete a hand over from the day shift collecting relevant information for the commencing shift.
	Collect empty gas cylinders from the floor (Level) and return to the gas storage area (store Equipment Room). Replace with full cylinders as required.
	Assist nursing staff with patient care. EG, lifts, turning, rolling, patient comfort.
	Collect, bag and transport deceased persons to the body holding area, complete relevant paperwork. Discharge bodies to the undertakers. With correct paperwork.
	Respond to code black calls throughout whole hospital Assist with patient guarding as requested.

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FM ENVIRONMENTAL SERVICES HSA 7 1pm to 9pm Afternoon MidShift (Position 1to9 on the roster)

Environmental Services Contact Number: 71040

Hospital	<u>Maitland</u>	Service Day/s	<u>5 Days not P/Hols & W/Ends</u>	Allotted time:	<u>8 hrs</u>
Department	<u>ED & Security</u>	Contact name	<u></u>	Date Revised	<u>30.3.22</u>
Dept Head Name	<u>Dominic Parente</u>	Dept Head Signature		Date	<u>28.4.22</u>

On call meal break

Routine	DUTIES
1pm	Sign on sign on sheet
	Collect 71040 phone as required
	Proceed to the work area
	The position of Health and security assistant is a busy role with high activity and this can make balancing competing demands and tasks difficult and requires a flexible and attentive employee to be effective. With this in mind the following work routine is designed to give guidance only and a clear list of tasks to be achieved during the course of a shift.
	Proceed to the work area, Transport ED patients as needed Collect any cards from X-ray and follow the white board transfers as needed.
	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.
	Assist nursing staff with patient care. EG, lifts, turning, rolling, patient comfort.
	Collect, bag and transport deceased persons from ED to the body holding area,

	complete relevant paperwork.
	Respond to code black calls. Assist with patient guarding as requested.
	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.
4pm	Do hospital transfers as needed Key Lock-up of external and internal doors as required. Complete security round checking workshop etc
	Other duties as required by Supervisor, Manager or AHNM
	At the end of the shift complete a hand over for the oncoming security shift.
9pm	Sign off rostered shift in the 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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FM ENVIRONMENTAL SERVICES Emergency Department 1400-2130

Environmental Services Contact Number: 71038

Hospital	Maitland	Service Day/s	Monday to Sunday	Allotted time:	
Department	X-Ray Wardsperson	Contact name		Date Revised	30.3.22
Dept. Head Name	Dominic Parente	Dept. Head Signature		Date	28.4.22

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
Start of Shift: 2pm	Sign on at Security Office
	Collect 71038 from Security Office call H.S.A.'s and give the number needed. Immediately at start of shift.
	Liaise with H.S.A.'s on shift consult what needs to be done for the day. e.g. Scans if needed, all general x-rays (DX) that need to be completed.
	Proceed to Medical Imaging Department and get tasks required: <ul style="list-style-type: none"> ❖ Transferring of patients from X-Ray to ward area's and ward area's to X-Ray. ❖ Transferring of patients to emergency as required. ❖ Coverage of transfers if H.S.A's have Met and Code Black calls When required.
	Liaise with HSA's throughout the day so everyone's on the same page. Note if workload if quite help the H.S.As and visa versa.
	PLEASE document each procedure that you do for records
	Other duties as required by Supervisor, Manager or AHNM
Completion of shift 7pm	Sign off at Environmental Services Office Week - Ends and Public Holidays start at 6pm to 10pm
Safety	<ul style="list-style-type: none"> • Follow Infection Control Precautions when transporting patients as needed • Follow correct manual handling procedures as needed

**Extra hours
added on**

- Shift 1400 – 2130hrs, to complete waste stream in Radiology&ED and Level 1 (Birthing Unit, Theatre). Complete linen run with same

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FM ENVIRONMENTAL SERVICES HSA 4 Night Shift (Position 13A on the roster) 0000-0800

Environmental Services Contact Number: 71032

Hospital	<u>Maitland</u>	Service Day/s	<u>7 Days</u>	Allotted time:	<u>8 hrs</u>
Department	<u>ED HSA</u>	Contact name	<u></u>	Date Revised	<u>30.3.22</u>
Dept Head Name	<u>Dominic Parente</u>	Dept Head Signature		Date	<u>28.4.22</u>

On call meal break


Routine	DUTIES
	Sign on the sign on sheet
	Collect keys and/or 71032 phone as required
	Proceed to the work area in ED
	The position of Health and Security assistant is a busy role with high activity and this can make balancing competing demands and tasks difficult and requires a flexible and attentive employee to be effective. With this in mind the following work routine is designed to give guidance only and a clear list of tasks to be achieved during the course of a shift.
	Complete a hand over from the afternoon shift collecting relevant information for the commencing shift. Proceed to the work area, which could be anywhere within the hospital. Respond to calls from any department that requires assistance.
	Collect empty gas cylinders from the ward areas of the hospital and return to the gas storage area (Store Equipment Room). Replace with full cylinders as required.
	Assist nursing staff with patient care. EG, lifts, turning, rolling, patient comfort.
	Collect, bag and transport deceased persons to the morgue, complete relevant paperwork. Discharge bodies to the undertakers. With correct paperwork.

	Respond to code black calls. Assist with patient guarding as requested.
	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.
	Respond to rapid response calls
	At the end of the shift complete a hand over for the oncoming shift.
	Sign off rostered shift in the Environmental Services Office.
Safety	<ul style="list-style-type: none"> • Follow Infection Control Precautions when transporting patients as needed • Follow correct manual handling procedures as needed

Create Date: 3/07/2011 2:45 PM		Document ID: FM6487
Author: Fifi Spechler		Version: 1.0
Email: Fifi.Spechler@hss.health.nsw.gov.au	Division of: Shared Business Services	Modified: 1/12/2011 1:22:10 PM
Approved by: Glenn Hadfield - HSS	Applies to: All Environmental Facilities	Local ID: FM6487
Published Date: 1/12/2011 1:22:10 PM	The controlled version of this document appears on http://portal.htech.health.nsw.gov.au	Local Version: 1.0

FM ENVIRONMENTAL SERVICES HSA 1 Day Shift (Position 7B on the roster) 0800-1600

Environmental Services Contact Number: 71032

Hospital	Maitland	Service Day/s	7 Days	Allotted time:	8 hrs
Department	Level 3	Contact name		Date Revised	30.3.22
Dept Head Name	Dominic Parente	Dept Head Signature		Date	28.4.22

On call meal break

Routine	DUTIES
0800	Sign on the sign on sheet
	Collect 71032 as required
	The position of Health and security assistant is a busy role with high activity and this can make balancing competing demands and tasks difficult and requires a flexible and attentive employee to be effective. With this in mind the following work routine is designed to give guidance only and a clear list of tasks to be achieved during the course of a shift.
	<p>Proceed to the work area, which is level 3.</p> <p>Complete a hand over from the night shift collecting relevant information for the commencing shift.</p> <p>Complete any transfers of patients for or from level 3</p> <p>Unlock After Hours Carpark at 10am or as close as possible</p>
	Collect empty gas cylinders from the floor (Level 3) and return to the gas storage area (Store Equipment Room). Replace with full cylinders as required.
	Assist nursing staff with patient care. Eg, lifts, hoists, turning, rolling, patient comfort.
	<p>Collect, bag and transport deceased persons to the body holding area, complete relevant paperwork.</p> <p>Prepare bodies for viewing.</p> <p>Discharge bodies to the undertakers. With correct paperwork.</p>

	Respond to helicopter retrievals and departures. Secure priority lift to level 7, retrieve team, escort to ward and back to helipad. Assist team as required
	Respond to code black calls for all wards. Assist with patient seclusion as requested.
	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.
	Other duties as required by Supervisor, Manager or AHNM
	Respond to rapid response calls.
	At the end of the shift complete a hand over for the oncoming shift.
1600	Sign off rostered shift in the 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

Create Date: 3/07/2011 2:45 PM	 Health Support Services	Document ID: FM6487
Author: Fifi Spechler		Version: 1.0
Email: Fifi.Spechler@hss.health.nsw.gov.au	Division of: Shared Business Services	Modified: 1/12/2011 1:22:10 PM
Approved by: Glenn Hadfield - HSS	Applies to: All Environmental Facilities	Local ID: FM6487
Published Date: 1/12/2011 1:22:10 PM	The controlled version of this document appears on http://portal.htech.health.nsw.gov.au	Local Version: 1.0

FM ENVIRONMENTAL SERVICES HSA 5 4pm to 12mn ED & Security (Position 11C on the roster) 1600-0000

Environmental Services Contact Number: 71031

Hospital	Maitland	Service Day/s	7 Days	Allotted time:	8 hrs
Department	Level 1	Contact name		Date Revised	30.3.22
Dept Head Name	Dominic Parente	Dept Head Signature		Date	28.4.22

On call meal break

Routine	DUTIES
4pm	Sign on the sign on sheet
	Collect keys and/or 71031 phone as required
	Proceed to the work area
	The position of Health and security assistant is a busy role with high activity and this can make balancing competing demands and tasks difficult and requires a flexible and attentive employee to be effective. With this in mind the following work routine is designed to give guidance only and a clear list of tasks to be achieved during the course of a shift.
	Transport patients as needed to wards and xray Collect any cards from X-ray and follow the white board transfers as needed.
	Collect empty gas cylinders from the ED and return to the gas storage area. Replace with full cylinders as required. Check all ED cylinders at the beginning of the shift
	Assist nursing staff with patient care. EG, lifts, turning, rolling, patient comfort.
	Collect, bag and transport deceased persons from ED to the body holding area, complete relevant paperwork.

	Respond to code black calls on all wards, and through hospital Assist with patient seclusion as requested.
	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.
9pm to 10.15pm	Go to the carpark with the security officer and monitor the staff coming onto and going off duty.
10.15pm	Return back to normal ED duties
	Other duties as required by Supervisor, Manager or AHNM
	At the end of the shift complete a hand over for the oncoming shift Dog watch H.S.A.
12mn	Sign off rostered shift at the Environmental Services Office.
Safety	<ul style="list-style-type: none"> • Follow Infection Control Precautions when transporting patients as needed • Follow correct manual handling procedures as needed