

Position Description

Position Title:	COVID-19 Screening Staff
Supervisor/Manager Reports to:	Associate Director of Clinical Services
Department:	Administration
Qualifications:	N/A
Experience:	Desirable: <ul style="list-style-type: none"> • Previous experience in hospital / clinical environment. • Awareness of National Safety and Quality Health Service Standards; specifically, Standard 3 - Preventing and Controlling Healthcare Associated Infections.
Skills:	<ul style="list-style-type: none"> • Excellent customer service skills and commitment to providing quality service. • Ability to understand and implement oral and written instructions and effectively communicate with others. • The ability to work both individually and in a team environment. • The ability to plan and prioritise workload. • The ability to maintain confidentiality and privacy. • High standard of personal hygiene, grooming and presentation.

Main Duties and Responsibilities

1. Greet all pedestrian traffic as they enter the hospital.
2. Ask the prepared screening questions.
3. Direct potential COVID-19 cases to local and national COVID-19 resources and alert the DCS or ADCS of any abnormalities.
4. Encourage the use of hand hygiene station upon entry to the hospital.
5. Take each person's temperature using the infrared touchless thermometer.
6. Document each visitor's information and temperature in the COVID-19 Infection Control Log Book.
7. Issue each visitor with a Visitor label, to be worn while attending the facility and advise them of the appropriate time restrictions in place.
8. Monitor visitor times.
9. Allow the persons to enter the hospital, if safe to do so.

Management

- Contribute to the professional development of others including preceptorship of new staff and/or students on placement.
- Exercise economy in the use of resources, supplies and time.
- Attend department meetings in order to put forward ideas which contribute to the improvement of the department.

Page 1 of 2	Author: K Giddings	Approved by: CEO
Document Number: F01-14-63(1)		Date Approved: May 2020
Controlled Document, printed documents are uncontrolled.		

Professional Development

- Participate in the hospital appraisal process.
- Complete mandatory competencies as directed and per the Training/Competency Calendar.
- Maintain and update knowledge and skills through regular attendance at education and training sessions and in-service education.
- Keep abreast of technology relating to the area.

Safety and Quality

- Understand, contribute to and participate in the hospital ISO certification process.
- Understand, contribute to and participate in the application of the National Safety and Quality Health Service Standards (NSQHS) applicable to Mildura Health Private Hospital.
- Participate in Quality Improvement activities.

Occupational Health and Safety

- Follow safe work practices and comply with the Hospital's Occupational Health and Safety policies and procedures.
- Make proper use of all safeguards, safety devices and personal protective equipment.
- Take reasonable care to protect the health and safety of self and others.

Salary and Conditions

As per the current Administrative and Support Staff EBA and the National Employment Standards (NES).

A single point of entry at the front of the hospital has been implemented for all patients, staff, doctors and visitors.

Stores deliveries and ambulance transport will be screened at the hospital ambulance bay door.

Signed Employee:	Date:
Signed DCS / FM / CEO:	Date: