

## Wardsperson

### What does a Wardsperson Do?

A Wardsperson helps nursing staff in hospitals and other health care establishments with non-medical duties including housekeeping, food services and transportation, ward, patient and office support

### Skill Level

- Ward Assistant is a Semi-Skilled job, courses related to this job are as follows:
- Certificate II in Health Support Services – Client/ Patient Support Services
- Certificate III in Arts Administration
- Certificate III in Health Service Assistance – Client/ Patient Services
- Certificate III in Health Service Assistance – Operating Theatre Support
- Certificate III in Health Support Services
- Certificate III in Health Support Services – Client/ Patient Support Services

### A day in the life of a Ward Assistant

- Make sure that an adequate supply of clean clothing and linen is available for the patient and that soiled items are removed and cleaned
- Assist in maintaining stocks of linen and non-medical supplies
- Assist in lifting and turning patients and transporting them in wheelchairs or on movable beds
- Clean rooms such as bathrooms, showers, utility rooms and offices and clean interior windows
- Mop and buff floors, vacuum carpets, remove rubbish and linen and dust all areas.
- Clean equipment in the pan room such as pan trolleys, buckets, pans, bowls, suction bottles and tubing, commodes, wheelchairs, seats and rinse trays.
- Wash patients' lockers and tables
- Distribute and collect food trays, check food orders and replenish refrigerator supplies.
- Accompany patients, who are ready for discharge, to the central waiting area.
- Transport equipment, X-rays, patient records and deceased patients between wards, departments and theatres
- Assist in emergencies and patient restraint.

### What sort of person should I be?

- Physically fit
- Able to lift heavy objects
- Ability to work shift work
- Caring and supportive attitude
- Respect for the rights of others
- Able to perform domestic duties efficiently
- Good communicator
- Able to work as part of a team
- Able to follow instructions