

Ward Assistant



Health
South Western Sydney
Local Health District

What is a Ward Assistant?

Ward assistants help nursing staff in hospitals and other health care establishments with non- medical duties including housekeeping, transportation, ward, patient and office support.

Roles of a Ward Assistant

- Assist patients in and out of taxis, ambulances, cars or helicopters.
- Lift patients on and off beds, with the assistance of nurses
- Transfer patients files and x-rays between departments, specimens to laboratories
- Make sure that an adequate supply of clean clothing and linen is available for the patient and that soiled items are removed and cleaned
- Transport specimens to laboratories
- Deliver and collect linen, rubbish, infectious waste, specimens and equipment
- Maintain clean and prepare wheelchairs, trolleys and other equipment
- Assist in administrative duties such as photocopying ward forms
- Assist in the maintenance of stocks of linen and non-medical supplies
- Assist in lifting and turning patients, transporting them in wheelchairs, stretchers or on movable beds between wards and departments
- Clean rooms such as bathrooms, showers, utility rooms and offices and clean interior windows
- Clean equipment in the pan room such as pan trolleys, buckets, pans, bowls, suction bottles and tubing, commodes, wheel chairs and seats, and rinse trays
- Wash patients' lockers and tables
- Discuss patients concerns with nurses
- Accompany patients, who are ready for discharge, to the central waiting area
- Transport equipment, X-rays, patient records and deceased patients between wards, departments, theatres and mortuary
- Attend emergency cardiac arrest calls, fire and other urgent situations within the hospital, grounds and patient restraint.
- Assist in emergencies

Career Opportunities

Ward assistants work in public hospitals, some private hospitals, nursing homes, hospices, some health clinics and after-care centres. They may become Health care Assistants, Home Aide, dental Assistants, Dietary Assistants or Therapy Assistants.

Qualifications Required

Work as a ward assistant is available without formal qualifications. Entry to this occupation may be improved with qualifications like Certificate II in health Support Services

Supervision provided

A comprehensive orientation program is provided for all new staff members with ongoing support.

Personal skills required of a Ward Assistant

- Physically fit
- Able to lift heavy objects
- Caring and supportive attitude
- Respect for the rights of others
- Able to perform domestic duties efficiently
- Good communication skills
- Able to work as part of a team
- Able to follow instructions
- Capable of handling equipment such as wheelchairs, beds and other medical equipment

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Adapted from Australian Government Department of Education, Employment & Workplace Relations Job Guide <http://www.jobguide.thegoodguides.com.au/> and reviewed by SWSLHD staff

- Familiar with procedures to guide patients safely through the hospital
- Knowledgeable of hospital health and safety procedures
- Knowledgeable in basic patient care
- Aware of hospital and staff routines
- Familiar with medical terminology and first aid
- Knowledgeable of hygiene and sterilization requirements
- Able to use a computer
- Able to deal with death and injury of patients
- Reliable, punctual and energetic
- Able to remain calm in emergencies