

Position Description

Patient Services Assistant G2

Classification:	PS25
Business unit/department:	Intensive Care
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Part-Time
Hours per week:	30 hours
Reports to:	ICU PSA Supervisor
Direct reports:	0
Financial management:	Budget: 0
Date:	31/03/2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The ICU Patient Services Assistant (PSA) plays a vital role in supporting the delivery of high-quality patient care by assisting clinical staff with non-clinical tasks. This includes maintaining a clean and safe environment, transporting patients and equipment, managing supplies, and providing compassionate support to patients and their families.

The PSA contributes to the smooth operation of the ICU by ensuring essential services are delivered efficiently and respectfully, in alignment with hospital policies and patient care standards.

About the Directorate/Division/Department

The Intensive Care Unit provides multidisciplinary care to a wide variety of critically ill patients, in a highly technological environment, with an emphasis on the care of family and friends during a stressful time in their lives. The ICU is a state-of-the-art facility, comprising 29 beds, providing care for over 2000 ICU, 2200 outreach and 500 liaison patients per year. Our specialties include spinal trauma, liver transplantation, cardiac surgery, neurological interventional surgery, orthopedic, thoracic and general surgery and medicine; in addition to a range of acute medical patients.

The ICU provides the hospital's Medical Emergency response team, providing the MET service to the Austin Hospital as well as undertaking significant local, national and international research projects. ICU also provides a hospital wide supportive service to ward based patients through the Critical Care Outreach Team. The ICU fosters a strong teaching and research culture with our nursing and medical



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staff receiving recognition both nationally and internationally. We are proud of our strong multidisciplinary ICU team that values team work and collaboration and always puts the patient at the centre of everything we do.

Position responsibilities

Generic

- Abide by Austin Health corporate policies and practices as varied from time to time.
- Maintain confidentiality relating to patients and employees; do not make public statements about Austin Health without prior authority.
- Participate in emergency incident response activities as required.
- Perform a wide range of tasks that may vary between wards and departments.

Food Services

- Serving of patient beverages
- Changing of water jugs
- Maintenance of pantry areas
- Cleaning of nourishment bars

Cleaning

- Waste collection
- Cleaning rooms such as bathrooms, showers, utility rooms and offices
- Vacuuming carpets
- Dusting (damp and dry)
- Interior window cleaning
- Cleaning patient lockers, overbed and bedside tables
- Mopping and buffing floors
- Disinfecting beds and discharge cleaning
- Cleaning/changing bed screens and rails
- Cleaning the pan rooms including pan trolley, buckets, pans, bowls, suction bottles and tubing
- Wash rinsing of CSSD trays
- Cleaning of commodes, wheelchairs and seats (beyond immediate rinsing after use)
- Cleaning of IV poles and patient transport equipment
- Removal of soiled linen and infectious waste

Patient Movement

- Assist nursing staff with patient movement and handling (e.g., positioning for X-rays/procedures, pressure area care, linen changes)
- Assist with mobilising patients from bed to chair and use of lifting equipment
- Transportation of patients including attached equipment according to protocol
- Transport of deceased patients

General

- Perform duties as assigned under emergency response procedures
- Completion of cleaning checklists
- Restocking of imprest supplies and stock distribution
- Restocking of bedside trolleys
- Delivery or reception of urgent messages
- Directing ward visitors to the nurse in charge
- Answer telephones and relay messages when the area is unattended
- Other duties as directed by the nurse in charge (including over the 2-way radio)



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Selection criteria

Essential skills and experience:

- Communication skills
- Can work in a busy and high-pressure environment
- Time management
- Work as a team
- Flexible availability (Available to work nights and weekends)

Desirable but not essential:

- Experience within the hospital field

Professional qualifications and registration requirements

- HSA Cert III

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with the National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: our actions show we care, we bring our best, together we achieve, and we shape the future.
- Comply with Austin Health's Code of Conduct and all other policies and procedures (as amended from time to time).
- Comply with all mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or management direction.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.



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Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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