COMMUNITY BASED ASSESSMENT CENTRE – POSITION CHECKLIST

Health Care Assistant

**Reports to:**

* CBAC Nursing Leader
* CBAC Nursing Shift Leader

**Responsible for:**

* Familarising self with daily clinical updates (as per notice board)
* Assisting and directing patients within the CBAC
* Under the direction of registered nurses assess patients by taking baseline recordings and observations as per nursing assessment guidelines
* Ensuring documentation is accurate on the clinical record and patient confidentially is maintained.
* Preparing as appropriate any patient testing e.g. swabbing per protocols
* Providing as appropriate for each patient education re managing in the home for flu related symptoms
* Assisting registered nurses and medical practitioners with assessment and treatment for priority 2 patients as required

**Duration of shift**

* Report to the Nursing Leader/Nursing Shift Leader
* If commencing first shift report to the CBAC Leader for orientation
* Assess patient as per nursing assessment and observation guidelines
* Discuss with registered nurses relevant findings and observations and report immediately any abnormal findings
* Ensure maintenance and adherence to infection control procedures for all clinical CBAC staff within the assessment and treatment areas.
* Check assessment and treatment areas supplies prior to shift changeover and advise CBAC Manager of stocks required.
* Ensure assessment and treatment areas are cleaned as per cleaning guidelines and restocked.