

# In scope services - Kempsey

The following services are in scope for the transition:

## ✓ Cleaning

- Wards and departments including clinical, non-clinical and public areas/spaces, including unoccupied spaces.
- Cleaning staff provide infectious cleaning (excluding clinical equipment), Discharge cleaning on site.
- Cleaning of fire escapes, staff and public toilets.
- Emergency Department and Emergency Infectious cleans.
- Entrance, external entry points, using leaf blower when required, foyers and lifts.
- Executive/ Office space.
- Changing of bed screens / curtains installed by Cleaning staff.
- Cleaning beds –and Making of beds.
- Purchase and replenish all cleaning supplies & area consumables as current practice through WINC. Refer G&S below for details.
- Offsite doctor accommodation cleaning provided.
- Garden and grounds functions to be coordinated by Cleaning Staff any services provided by external contracts invoices to be forwarded to the LHD.
- Dental Clinic completed by 8.00am floors, bins, tables, windows, cleaning as per task workflow.
- Cleaning of Staff Café/ Retail outlet (staff dining area and toilets only).
- External bins - front entrance, renal unit and rear of physio area and ICCC (KDH).
- Operating Theatre ( theatres) – cleaned by Operations Assistants between cases (GS clean post theatre lists) cleaning services does a posts theatre clean shared with clinical staff.
- Staff dining room cleaning of table, floors maintained, by cleaning staff.
- Cleaning supplied to Southwest Rocks Community Health 1 x 8 hours per week.
- Redevelopment commissioning project cleans will need to be negotiated with the LHD due to not being in BAU.
- Cleaning services will co-ordinate pest services provided by external contractors and forward invoice to LHD for payment.
- Cleaning of air mattresses.
- Vacuum carpets.
- Cleaning internal and external windows single floor level using extendable equipment.
- Medical forensic room - this room is a sexual assault room and utilised demand-based cleaning.
- QARS currently holds the Environmental Cleaning Audits - this will be transitioned after the transition.
- Cleaning of Renal areas as per work schedules.

# In scope services - Kempsey

The following services are in scope for the transition:

## ☑ Linen

- Receiving, distribution and collection to/from wards and departments as per current processes.
- Reviewing and updating ward and department linen impress as required.
- Maintaining facility contingency linen stock.
- Linen supplied by HealthShare Linen Service
- Spaghetti mops are laundered by HealthShare Linen Service
- Microfibre mops laundered on site

## ☑ General

- General Services will continue to oversee the coordination of external cleaning contractors. The Local Health District (LHD) will remain responsible for coordinating and managing and processing payments.
- HealthShare will maintain the use of AFM (engineering repair requests)
- Duress alarms used as allocated by LHD –
  - Utilised as per specified areas.
  - Duress alarms are signed in /out at commencement and completion of shift
  - HealthShare will be responsible for the replacement of broken and damaged units that HealthShare utilise
- Transition of all IT and communication equipment (mobile phones, two-way radios, deck phones, computers, Ascom handsets, printers)

## ☑ Waste Management

- Waste collection from wards, departments, executive and administrative offices, public and community/communal spaces.
- Waste collection in café dining areas (excluding Cafe service area).
- Waste collection at main entrance, external areas.
- Operational interface with external waste providers (including general and clinical waste, sharps etc).
- Sharps bin delivery and collection.
- Co-ordinate external sanitary bin contractor and 'Sanitary bin external provider: place order/ process purchase requisition and pay invoice.

## ☑ Stores and Distribution

- Stores staff receives stock from Port Macquarie and delivers to the wards
- CSO scan and order stock across the various wards.
- Ordering, receiving and delivery of cleaning consumables to wards and departments is completed by CSO
- Stores staff cleaning internal stores area

# Out of scope services - Kempsey

The following services are out of scope for the transition:

## Cleaning

- ✗ External cleaning (outside hospital entrances, courtyards, loading docks, windows, gardens, external graffiti removal (pending on volume), tree leaf/pod cleaning, cleaning of seated areas to remove bird droppings). General Services will continue to oversee the coordination of external cleaning contractors. The Local Health District (LHD) will remain responsible for coordinating and managing and processing payments.
- ✗ External and internal high windows cleaned by external contractor when required for facilities over single story.
- ✗ Staff and public carparks
- ✗ Plant rooms and Engineering workshops
- ✗ Waste Contract management (operational interface with external waste providers in-scope)
- ✗ Mail Services
- ✗ Mortuary holding room is cleaned by HSA
- ✗ Mental Health Unit – has HSA servicing the facility and providing a cleaning service internal of the mental health facility.
- ✗ Carpet cleaning by external contractor co-ordinated by Cleaning Staff. Obtain quotes, process purchase requisition and pay invoice
- ✗ External Pest control contractor - place order/ process purchase requisition and pay invoice, including the maintenance of the Pest register
- ✗ Site flagpole duties to be conducted by cleaning staff, management and processes are the responsibility of the LHD
- ✗ Medical portable oxygen / gas ordering and delivery - Cleaning process purchase requisition and invoice
- ✗ Plant and Engineering Workshops to be cleaned by LHD Physical Resources staff, but Physical Resource Offices to be cleaned by Engineering staff
- ✗ Operating Theatres -between cases is done by operating assistants
- ✗ Xray department cleaned by HSA
- ✗ Nightshift HSA role performs terminal / bed cleans
- ✗ Cleaning and removal of sanitary bins when required due to odour or full
- ✗ Redevelopment commissioning project cleans
- ✗ Bed screens are purchased by the wards
- ✗ Two Way Radio license will not transition, due to the other services and disaster utilization.
- ✗ Dental equipment cleaned by Dental Staff
- ✗ Cleaning of air mattress following Nurse/ Clinician stripping bed of linen – air mattress transport out of scope HAS role.
- ✗ Clean external Graffiti
- ✗ External Gurney (pressure spray) works on outside paths and areas
- ✗ **Camden Haven Community Health** - Private Contractor (ISS) is providing cleaning of this facility and will be **out of scope for HealthShare**
- ✗ **Woolgoolga Community Health** - Private Contractor (Southern Cross Commercial Cleaning) is providing cleaning of this facility and will be **out of scope for HealthShare**
- ✗ **Bowraville Community Health** - Private Contractor providing cleaning of this facility and will be **out of scope for HealthShare**