

In scope services - Macksville

The following services are in scope for the transition:

✓ Cleaning

- Ward/department including clinical, non-clinical and public areas/spaces, including unoccupied spaces and fire escapes. (Maternity is cleaned by HSA weekends)
- Maintain the Cleaning service at Nambucca Heads – 2 PT staff cleaning 6 days a week – 1.21 FTE use of fleet car to be provided by LHD
- Cleaning staff provide infectious cleaning (excluding clinical equipment IV pumps, blood pressure machines), discharge cleaning on site.
- Purchase and replenishment of all associated cleaning supplies and area consumables as current practice through WINC
- Coordination of external contractor providing carpet cleaning services (managed and invoiced will be paid by LHD)
- HealthShare will maintain the use of AFM (engineering repair requests)
- Coordination of External Cleaning Contractors - 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.
- Sanitary bins are done by external contractors and coordinated by Cleaning staff, invoices are to be forwarded to LHD for payment
- 2 hour weekly clean of the rooms used by MNCCI weekly
- Cleaning of Internal windows (within HealthShare scope)
- Cleaning of Physical Resource Offices (bins & floors)

✓ Linen

- Receiving, distribution to wards and departments.
- Reviewing and updating ward and department linen impress as required.
- Maintaining facility contingency linen stock.
- Laundering of static mops completed on site in laundry
- Linen supplied by HealthShare Tamworth Linen Services.

✓ Pest

- Coordination, scheduling and pest register of Pest Service will be undertaken by Cleaning Services - purchase orders and invoicing processed by LHD.

✓ General

- Microfibre mops currently ordered & laundered thorough HealthShare Tamworth Linen service.
- QARS currently holds the Environmental Cleaning Audits – this will be maintained until a review after transition.
- Physical Resource Offices to be cleaned by HSS staff (bins and floors)
- 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

Out of scope services - Macksville

The following services are out of scope for the transition:

Cleaning

- ⊗ External cleaning (loading docks, windows, gardens, external graffiti removal, tree leaf/pod cleaning, courtyards, cleaning of seated areas to remove bird droppings). LHD will co-ordinate quotes and servicing of the above by external contractor – invoices will be processed by the LHD.
- ⊗ Bed making and bed cleaning undertaken by Wards Person - cleaning staff to perform this task in routine terminal room clean.
- ⊗ External courtyards and internal high cleaning (windows) by external contractor
- ⊗ Plant and Engineering Workshops to be cleaned by LHD Physical Resources staff.
- ⊗ Waste Contract management (operational interface with external waste providers in-scope)
- ⊗ Garden and grounds functions
- ⊗ Carpet cleaning and replacement of carpet tiles
- ⊗ Waste collection after hours/ peak times (completed by the LHD HSA)
- ⊗ HSA bin run: this shift also completes project duties, e.g. gurney, outside windows and courtyards, cobwebbing and 8 hours cleaning on the weekends PH
- ⊗ Staff and public car parks - including open/close boom gates
- ⊗ Changing of bed curtains undertaken by cleaning staff (supplied by LHD)
- ⊗ No stores person allocated to stores duties, service provided by cleaning staff.
- ⊗ Ordering, receiving and delivery of consumables to wards and departments.
- ⊗ Retail outlet – cleaning of the internal area undertaken by the café volunteers
- ⊗ Mortuary management (general cleaning only)– holding room is cleaned by HSA
- ⊗ Redevelopment commissioning project cleans.
- ⊗ Clinical Gas and Oxygen management
- ⊗ Operating Theatres– cleaned by Operations Assistants, including service to external areas of operating theatres (change rooms, lunchrooms corridors etc). Areas as per current schedule
- ⊗ Replacement of roof panels – due to mould or other debris.
- ⊗ Ordering of disposable beds screens (ordered by wards)
- ⊗ HSA general cleaning of CSSD
- ⊗ Cleaning of air mattresses including the transportation to and from the storeroom following cleaning.
- ⊗ Wheelchair cleaning
- ⊗ Cleaning base of clinical equipment in infectious rooms (excluding IV poles, trolleys etc) .
- ⊗ Entrance, foyers and lifts, external entry points including courtyards & balconies (cleaners utilise leaf blower) external tables/chairs and front foyer bins,
- ⊗ Site flagpole duties, management & processes are the responsibility of the LHD.
- ⊗ External Gurney (pressure spray) on outside paths and areas

Out of scope services - Macksville

The following services are out of scope for the transition:

Waste Management (Bin run)

- ❌ Waste collection from wards, departments, executive and administrative offices, public and community/communal spaces within peak times.
- ❌ Current waste streams remain serviced by cleaning staff and HSA as per schedules
- ❌ Waste collection at main entrance & external areas - HSA empty bins outside hospital buildings – spot check of outdoor spaces and common public areas to be a shared responsibility.
- ❌ Sharps bin collection and delivery to be maintained by HSA.
- ❌ Cleaning of Day Surgery and Recovery (operations assistants clean the operating theatres, CSSD and changing rooms between cases)
- ❌ Cleaning and removal of bins in clinical areas collected and distributed by HSA.
- ❌ Cleaning Emergency Department (excluding terminal cleans completed by HSA)
- ❌ Executive / admin Office spaces (excluding desks) currently cleaned by HSAs
- ❌ HSAs clean Community Health.
- ❌ HSAs currently do a fortnightly clean of the unopened ward beds

Cleaning

- ❌ **Bowraville Community Health** - Private Contractor providing cleaning of this facility and will be **out of scope for HealthShare**
- ❌ **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**.