

In scope services - Wauchope

The following services are in scope for the transition:

✓ Cleaning

- Wards and departments including clinical, non-clinical and public areas/spaces and unoccupied areas, including Palliative Care.
- Discharge beds, infectious rooms and beds and general cleaning of wards.
- Public and staff toilets
- Cleaning of lifts stairs and stair rails
- Cleaning beds undertaken by cleaning staff and clinical staff (shared role)
- Making of beds is currently a shared role between Cleaning staff and clinical staff
- Cleaning of Mattresses
- Entrance, external entry points – using leaf blower, foyers, courtyards,
- Executive / Office spaces including education and library area
- Purchase and replenishment of all associated cleaning supplies and area consumables weekly as is current processes; General Services holds the budget for G&S consumables.
- Cleaning of Community Health and Allied Health office as per current workflows .
- Redevelopment commissioning project cleans will be negotiated with the LHD due to not being part of BAU.
- Co-ordination of pest services provided by Cleaning Service and invoicing forward to LHD for payment.
- Bed screens / Bed Curtains are purchased and ordered by the wards and costed to Ward cost centres. Some wards have reusable bed screens which are laundered and installed by cleaning staff.
- Cleaning of Urgent care is completed by HSA night cleaner. If required during day, cleaning shift may be requested to clean urgent matters .
- Collection of sharps wastes bin as required
- ChemAlert processes not defined at site level in progress
- Site flagpole duties to be conducted by cleaning staff, management and processes are the responsibility of the LHD
- The cleaners are required to empty the sharps bin near the fit pack chute here. It is a sealed unit of a 120Lt yellow bin no handling of sharps required.
- Dental cleaned by 8.00am: bins, tables and benchtops windows, doors and walls and base of Dental Equipment – Daily.
- Cleaning of base of clinical equipment in infectious rooms (excluding IV poles, trolleys etc)
- Cleaning internal windows, cleaning internal high cleaning using extendable equipment.

In scope services - Wauchope

The following services are in scope for the transition:

✓ Waste Management

- Waste collection from wards, departments, executive and administrative offices, public and community/communal spaces, main entrance and external areas.
- Waste transport to bins need to be reviewed from Back of House process using the wooden ramp path.
- Operational interface with external waste providers (including general and clinical waste, sharps etc) -Shared role with Cleaning staff and clinical staff
- Sharps bin delivery and collection distribution around facility

✓ 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.
- Changing of disposable and reusable bed screens / Curtains
- Microfibre and spaghetti mops ordered through HealthShare linen Services
- Microfibre and spaghetti mops costs deemed part of cleaning service

✓ Stores and Distribution

- No standalone stores department – cleaning stores received by cleaning staff and delivered to areas within the facility.

✓ General

- Coordination of External Cleaning Contractors - General Services will continue to oversee the coordination of external cleaning contractors. LHD will remain responsible for managing and processing payments.
- QARS currently holds the Environmental Cleaning Audits – this will be transitioned until a review after transition.
- 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

Out of scope services - Wauchope

The following services are out of scope for the transition:

Cleaning

- ⊗ Cleaning of Urgent care and Theatre is cleaned by the HSA on evening shift; theatre is cleaned Monday to Friday and Urgent Care cleaned 7 days a week.
- ⊗ Cleaning and removal of sanitary bins
- ⊗ Redevelopment commissioning project cleans
- ⊗ Oxygen / gas ordering function undertaken by physical Resources
- ⊗ Co-ordination of pest services provided by external contractors is managed by Physical resources, including pest register.
- ⊗ Mortuary Cleaning – General Cleaning – holding room is cleaned by HSA
- ⊗ Dental Equipment cleaned by Dental staff
- ⊗ Clean external Graffiti – external provider
- ⊗ External Gurney (pressure spray) works on outside paths and areas
- ⊗ External and internal high windows cleaned by external contractor.
- ⊗ Staff and public carparks
- ⊗ Plant rooms and Engineering workshops
- ⊗ Waste Contract management (operational interface with external waste providers in-scope)
- ⊗ Garden and grounds functions
- ⊗ Bed screens are purchased and ordered by the wards and costed to Ward Cost Centres and some wards have reusable bed screens which are laundered.
- ⊗ Redevelopment commissioning project cleans; post redevelopment cleans will require consultation between Cleaning General Service and customer service regarding scope of cleaning. Small maintenance and refurbishments may be accommodated within current staffing following consultation with General Manager