

In scope services – Byron Central

The following services are in scope for the transition:

✓ Cleaning

- Wards and departments including clinical, non-clinical and public areas/spaces.
- High cleaning such as ceiling vents, fans etc (using extendable equipment)
- Current external cleaning processes maintained – includes cleaning car parks with mechanical equipment and emptying all external bins, removing cobwebs that can be reached
- Staff and public toilets
- Bed clean across facility (infectious cleans and discharge beds). Afterhours bed & infectious cleaning performed by HSA/Security
- Emergency Department
- **Mental Health (Sub Acute) - Mental Health NUM has their own cleaning cost centre, charging of cleaning to MH is done via Healthroster**
- Entrance, external entry points, external seating, bins, foyers and lifts
- External Bins collection for entire campus
- Executive / Office spaces
- General cleaning of Mortuary and outer rooms, HSA cleans the body holding area
- Retail area on site – cleaning staff service the dining area, and the retail company cleans their own kitchen.
- Wards order and pay for bed screens for ward areas
- Wards order and pay for consumables
- Removal and replacement of shower screens, bed curtains/screens and ward curtains
- Onsite Accommodation – 1 x doctor room clean daily
- Carpet cleaning done via AFM/external contractor if required
- Stores orders cleaning supplies and Departments pays for individual stocks
- 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

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The following services are in scope for the transition:

✓ Waste Management

- No waste team
- Waste collected and transported by cleaners to holding areas, HSA team removes waste to external skip bins
- External Bins collection for entire campus by cleaning team

✓ Linen

- Linen acquired from Lismore Linen Services HealthShare
- Cleaners to complete linen order
- 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.
- Soiled linen is handled by HSA team

✓ Stores and Distribution

- Scanning and maintaining stock levels within departments and wards - Ward Centric model - wards scan the products. Distribution team deliver & stock the wards.
- DeliverEASE system in use
- Ordering, receiving and delivery of consumables to wards and departments.
- Mail is managed by Admin staff
- Stores person works 4 days per week

✓ General

- HealthShare will maintain the use of AFM (engineering repair requests)
- Maintain use of QARS for environmental cleaning auditing
- No Quattro chemical dispensers in cleaner's room

Out of scope services – Byron Central

The following services are out of scope for the transition:

Cleaning

- ⊘ External and internal high windows cleaned by external contractor, arranged via AFM
- ⊘ Plant rooms and Engineering workshops
- ⊘ Fleet Management including servicing and maintenance of hospital transport
- ⊘ Waste Contract management (operational interface with external waste providers in-scope)
- ⊘ Garden and grounds functions
- ⊘ Mail Room Management
- ⊘ Linen ward trolleys are the responsibility of the LHD to replace due to them being LHD assets
- ⊘ Inflatable mattress removal and cleaning managed by Wards person/HSA
- ⊘ Cleaning of clinical equipment in infectious room done by clinical staff
- ⊘ Stripping & making patient beds and trolleys - nursing task
- ⊘ No CSSD on site
- ⊘ No Operating Theatres on site
- ⊘ Mortuary management (general cleaning only)
- ⊘ Cleaning and removal of sanitary bins
- ⊘ Redevelopment commissioning project cleans, and post redevelopment cleans will required consultation between General Services and DCS regarding scope of cleaning (pending scope of cleaning) small maintenance and refurbishments may be accommodated within current staffing with consultation with GSM.
- ⊘ Clinical Gas management
- ⊘ Print Room Management
- ⊘ Retail outlet (dining areas within public spaces in-scope)
- ⊘ Afterhours Infectious Clean – Performed by HSA/Security
- ⊘ No Off-site accommodations
- ⊘ Pest Control – Maintenance manager is responsible for Raising PO's , invoicing and managing visits with FLICK
- ⊘ Soiled linen & waste removed from building by HSA team as per current arrangements