

In scope services - Grafton

The following services are in scope for the transition:

☑ Cleaning

- Current arrangements of Wards person/HSA cleaning duties maintained
- Cleaning wards and departments including clinical, non-clinical and public areas/spaces, including unoccupied spaces.
- Removal and replacement of disposable bed and shower screens/curtains
- Bed clean across facility (infectious cleans and discharge beds)
- Operating theatres – Theatre Orderlies attend in between cases, cleaners complete End of Day (EOD) clean
- CSSD general cleaning (CSSD staff to clean instruments and equipment)
- High cleaning such as ceiling vents, fans etc with use of extendable cleaning equipment
- Current arrangements maintained for outside of building clean and external bins collection – extensive external bins
- Cleaning services maintains current blow clean arrangements in car parks and outside areas, includes Ambulance driveway
- Executive / Office spaces
- Emergency Department
- Carpet Cleaning
- Off-site cleaning at Aruma
- Cleaning services pays for consumables and bed screens for facility
- On site accommodation – discharge cleaning, replenishing supplies such as cleaning/kitchen. Note current HA2 Accommodation Supervisor position out of scope
- Clean linen provided to accommodation
- Staff and public toilets
- Multiple Off Site Cleaning activities (some services provided, contractors complete cleaning)
- Entrance, external entry points, bins, foyers and lifts
- Use of Microfibre mops across hospital, laundered on site
- 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

In scope services - Grafton

The following services are in scope for the transition:

✓ Waste Management

- No designated waste team, incorporated into HAG2 roster. Waste collection duties shared among Cleaners and Wards person with current shared arrangements for waste collection to be maintained.
- Waste collection from wards, departments, executive and administrative offices, public and community/communal spaces.
- Waste collection from outdoor bins across the campus.

✓ Linen

- Linen supplied by HealthShare Lismore Linen Services, ordered by LSO
- Receiving, distribution and collection to/from wards and departments as per current processes.
- Linen Supply Officer completes linen ordering, wards persons deliver clean trolleys to wards
- Reviewing and updating ward and department linen impress as required.
- Maintaining facility contingency linen stock.
- Rubbermaid microfibre mops used and laundered on site. String mops used in ICU as due to static flooring
- Wards persons complete clean and dirty linen tasks (clean linen trolleys to wards/departments, soiled linen to storage area)

✓ Stores and Distribution

- Scanning and maintaining stock levels within departments and wards - Ward Centric model – ward CSOs scan the products. Distribution team deliver & stock the wards.
- Ordering, receiving and delivery of consumables to wards and departments
- Delivery of Mail & Stores to various off-site locations (North St, Aruma, Duke St, Yamba & Iluka in Corporate Services Ute up to 6/week)
- Stores uses LHD vehicle for off-site deliveries
- Receiving of medical gases but not ordering

✓ General

- Cleaning staff continue to use TOPCAT for environmental cleaning audits (Team Leader and Accommodation admin – HAG2 conducts cleaning audits)
- Pest Control - Environmental Services will coordinate technician on site (note other tasks in out of scope)
- HealthShare will maintain the use of AFM (engineering repair requests)

Out of scope services - Grafton

The following services are out of scope for the transition:

Cleaning

- ⊗ Removal and Cleaning Inflatable mattress
- ⊗ Mental health – Nil on site
- ⊗ Cleaning of clinical equipment in infectious room - Currently done by clinical staff
- ⊗ Bed stripping and linen removal on discharge- Currently done by clinical staff
- ⊗ Bed making
- ⊗ CSSD equipment within the CSSD unit
- ⊗ Off Site Accommodation – Contractors used
- ⊗ North Street (off site facility) contains accommodation and clinical spaces, all areas currently cleaned by contractor -
- ⊗ North Street facility also contains clinical spaces & Medical records, currently cleaned by contractor
- ⊗ Mortuary management and cleaning (Wards person currently cleans)
- ⊗ Cleaning and removal of sanitary bins (General Service coordinate with contractor)
- ⊗ Yamba & Iluka Community Health facilities – already cleaned by HealthShare (out of Maclean)
- ⊗ Clean linen trolley delivery to wards – completed by wards persons
- ⊗ Retail - café is out of scope for cleaning (occasionally help with floor scrubbing when requested)
- ⊗ Linen Ward Trolleys are the responsibility of the LHD to replace due to them being LHD assets
- ⊗ Garden and grounds functions
- ⊗ Pest control – LHD will arrange POs and invoice payment
- ⊗ 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)
- ⊗ Linen ward trolleys are the responsibility of the LHD to replace due to them being LHD assets
- ⊗ 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.

Out of scope services - Grafton

The following services are out of scope for the transition:

Cleaning

- ⊘ Environmental Services Manager completes the Building Defect Audit
- ⊘ Environmental Services Manager manages the national flag poles
- ⊘ Chem Alert - Every chemical brought into Maclean Hospital, Iluka, Yamba, Grafton Hospital, Aruma and MSDS is managed by Environmental Services Manager
- ⊘ Grafton management of Maclean Stores – will be in scope for Maclean
- ⊘ Grafton management of cost centre 707880 for Maclean cleaning supplies – will be in scope for Maclean
- ⊘ Onsite Accommodation – HAG2 is used as a site admin role "Accommodation Supervisor - completes bookings, key allocations and key collections, coordinating discharge cleans for new arrivals, to monitor site emails for bookings, payroll deductions, purchasing hotel services supplies e.g. laundry & kitchen supplies, deliver cleaning supplies, Maintenance e.g. FOB keys/AFMO's – Needs review – this function is generally out of scope for HealthShare