

In scope services - Maclean

The following services are in scope for the transition:

✓ Cleaning

- Cleaning tasks already managed by HealthShare – these have transitioned previously.
- Needs to transition management of cost centre 707880 for cleaning supplies – currently sits with Environmental Services Manager at Grafton

✓ Waste Management

- No change to current arrangements – HS staff empty bins and LHD staff (wards persons) remove to outside bins

✓ Linen

- No change to current arrangements – HS Linen Officer manages

✓ General

- One stores person on site 3x days per week, Thursday & Friday relief is done by HSAs/Wards persons who have been trained in Stores – **need to confirm with the LHD on this function.**
- No capital works schedule for facility

✓ Stores and Distribution

- Transition of stores staff from Grafton Environmental Services Manager to Maclean HealthShare
- Scanning and maintaining stock levels within departments and wards.
- Stores person does most of the ordering on behalf of wards. Stores arrive in combined pallets and Stores person creates pallets and delivers per ward/department.
- Stores person maintains excess stock in storage locations on site (sterile stock shelving in corridor to Loading Dock, storage in the back of theatres)
- Receiving and delivery of consumables to wards and departments.
- Machinery used by Stores person – donated pallet jack in good working order
- Tidying of Loading Dock completed by Stores person (e.g. cleans mould with bleach)
- Medical gases – site maintenance manages (due to Stores not being staffed Mon-Fri)
- Thursday & Friday Stores – tasks completed by HSAs/Wards persons