

In scope services - Murwillumbah

The following services are in scope for the transition:

✓ Cleaning

- Emergency Department
- Bed clean across facility (infectious cleans and discharge beds)
- Cleaning of wards and departments including clinical, non-clinical and public areas/spaces, including unoccupied spaces (noting that Wards persons have significant cleaning tasks including majority of floor mopping in facility and other designated tasks as per current schedule)
- Removal and cleaning of inflatable mattresses
- Removal and replacement of disposable bed and shower screens/curtains
- Operating Theatres – Cleaners collect Bulk rubbish and Linen only with wards person. No cleaning duties performed
- High cleaning such as ceiling vents, fans etc with use of extendable cleaning equipment – shared task between cleaners and wards persons
- Cleaning services maintain current arrangements for outdoor cleaning – Loading dock, Morgue bay, Ambulance bay, Rehabilitation entrance
- Executive / Office spaces
- Maintain usage of TopCat as environmental cleaning audit tool
- External windows cleaned, only ground level windows that can be reached, ad hoc task shared between cleaners and wards persons
- Cleaning services order and pay for consumables including hand wash and moisturiser
- Wards purchase bed screens for use in ward areas
- Staff and public toilets
- Onsite accommodation - Daily general clean of common rooms, hallways, lounge, offices & full clean of rooms on checkout
- Clean linen provided to accommodation – Linen service linen in use
- General cleaning of Mortuary
- Pest Control - coordinating the technician is in scope (note other tasks in Out of Scope)
- Offsite Cleaning - Murwillumbah Community Health and Pottsville Community Centre
- No Quattro dispensers in cleaner's room
- Use of Microfibre mops across hospital
- 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
- HAG2 x 2FTE vacancy in cleaning transitioning to HealthShare

In scope services

The following services are in scope for the transition:

✓ Waste Management

- No designated waste team – Cleaner/Wards person collect and transport waste across the site (afternoon and night runs done by night staff – wards persons)
- Waste collection from wards, departments, executive and administrative offices, public and community/communal spaces.
- Current arrangements of waste collection shared by cleaning/wards person maintained

✓ Linen

- Linen supplied by HealthShare Lismore Linen Services, ordered by Linen Officer
- Receiving, distribution and collection to/from wards and departments as per current processes – shared between cleaner / wards person
- Reviewing and updating ward and department linen impress as required.
- Maintaining facility contingency linen stock.
- Linen trolleys have cloth covers – laundered on site as required
- Linen provided to Onsite Accommodation
- Mail room duties twice a week – Linen officer

✓ 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.
- Ordering, receiving and delivery of consumables to wards and departments
- **HealthShare will require access to Fleet vehicles used for stores delivery to Murwillumbah Community Health centre to meet LHD stock requirements.**
- Clinical gas management – ordering to PAR Levels, completed by Stores person and supported by Domestic Services Manager

✓ General

- Microfibre mops laundered and provided by HealthShare linen
- HealthShare will maintain the use of AFM (engineering repair requests)
- Domestic services tasks are shared very evenly between cleaning and wards person staff; some cleaners are trained in wards person role as well
- Supervisor has a security licence & 2IC is a wards person
- No asset list available

Out of scope services

The following services are out of scope for the transition:

Cleaning

- ⊗ 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
- ⊗ Significant cleaning tasks currently undertaken by Wards persons – tasks remain with those shifts – this includes majority of all floor mopping, and other duties as per current schedules
- ⊗ CSSD clean - Nil on site
- ⊗ External cleaning and bin collection
- ⊗ Onsite Accommodation management
- ⊗ Offsite Accommodation - Nil
- ⊗ Carpet Clean - Local contractor HydroX
- ⊗ Mortuary management (general cleaning only, wards persons clean cold room)
- ⊗ Cleaning and removal of sanitary bins (Domestic Service coordinate with contractor)
- ⊗ External and internal high windows
- ⊗ Fleet Management including servicing and maintenance of hospital transport.
- ⊗ Operating theatres – done by theatre orderlies
- ⊗ Retail outlet - café is cleaned by volunteers
- ⊗ Garden and grounds functions
- ⊗ Pest control – LHD will arrange POs and invoice payment
- ⊗ Linen Ward Trolleys are the responsibility of the LHD to replace due to them being LHD assets
- ⊗ Waste Contract management (operational interface with external waste providers in-scope)
- ⊗ 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.
- ⊗ Print Room Management
- ⊗ Plant rooms and Engineering workshops
- ⊗ Supervisor currently transports Renal & Rehab patients to/from home in fleet vehicle – out of scope for HealthShare