

In scope services – The Tweed

The following services are in scope for the transition:

✓ 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 across facility
- High cleaning such as ceiling vents, fans etc (using extendable equipment) (to clean dust, cobwebs, light mould)
- Emergency Department Cleaning
- EOD (End Of Day) Operating theatres cleaning done by night cleaners
- CSSD general cleaning (CSSD staff to clean instruments and equipment)
- Staff and public toilets
- **Mental Health (Kurrajong) - currently in scope but is an extra task originally completed by HSAs, charged to MH Cost centre via Healthroster**
- Entrance, external entry points, external seating
- Executive / Office spaces
- Purchase and replenishment of all associated cleaning supplies and area consumables.
- Current arrangements of the Wards person/HSA cleaning duties maintained such as cleaning of pan rooms, dirty utility rooms and shower chairs will remain with the Wards person and HSA.
- Cleaning service purchase consumables from central cost centre.
- Onsite Accommodation – 8 Beds on discharge
- Off Site- New Haven Building-Current arrangements maintained. Cleaned once a week 4 hours
- Pest Control – Domestic Services Manager is responsible for Raising PO's , invoicing and managing visits with FLICK
- Use of Microfibre mops across hospital
- Use of Disposable bed screens across facility – cleaning staff replaces bed screens when required –wards purchase bed screens
- Current arrangements maintained for outside of building clean and external bins collection
- Pressure Cleaning, cobweb removal in external areas – done ad hoc as not budgeted
- External Bins collection for entire campus daily
- Maintain current TopCat environmental cleaning Audit platform
- 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

- Waste collection from wards, departments, executive and administrative offices, public and community/communal spaces.
- Waste collection from car parking areas.
- Waste team reports to Domestic Services manager
- Domestic services manager raises orders

✓ Linen

- Linen supplied by HealthShare Lismore Linen Services
- 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.
- Linen trolleys have cloth covers – laundered on site when required
- Microfibre mops supplied by HealthShare Linen Services

✓ 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. Shared scanning with Stores & Clinical staff (Theatres complete most of their own scanning using dedicated theatre staff)
- Ordering, receiving and delivery of consumables to wards and departments.
- Medical gases ordered by Domestic Services Supervisor
- Courier (Aramex) orders raised by Domestic Services Supervisor

✓ General

- HealthShare will maintain the use of AFM (engineering repair requests)
- Maintain use of TopCat for auditing purposes
- Waste team reports to Domestic Services manager
- Ad hoc maintenance of cleaning/stores equipment
- Retail main entrance – cleaning staff clean floors external dining area and clean tables
- Cleaning staff provide Carpet clean functions

Out of scope services – The Tweed

The following services are out of scope for the transition:

Cleaning

- ⊘ Inflatable mattress removal and cleaning managed by Wards person & HSA
- ⊘ Cleaning of clinical equipment in infectious room – performed by clinical staff
- ⊘ Bed stripping and linen removal on discharge – Clinical staff
- ⊘ Bed making post discharge clean – Clinical staff
- ⊘ External and Internal high windows cleaned by external contractor
- ⊘ Staff and public carparks (Ad hoc rubbish collection in scope)
- ⊘ Plant rooms and Engineering workshops (general clean of engineering department in scope)
- ⊘ Fleet Management including servicing and maintenance of hospital transport
- ⊘ Waste Contract management (operational interface with external waste providers in-scope)
- ⊘ CSSD equipment within the CSSD unit.
- ⊘ Contractors for Carpet clean
- ⊘ Operating Theatres - In between case clean attended by OA's
- ⊘ Hard Carpet stains - Use of External Contractors
- ⊘ Garden and grounds functions
- ⊘ Mail Room Management - Admin staff allocated and Aramex courier service
- ⊘ Linen Ward Trolleys are the responsibility of the LHD to replace due to them being LHD assets
- ⊘ Mortuary management (general cleaning only in scope)
- ⊘ Cleaning and removal of sanitary bins (General Service will coordinate with contractor FLICK)
- ⊘ 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 DSM.
- ⊘ Clinical Gas management
- ⊘ Print Room Management

Out of scope services – The Tweed

The following services are out of scope for the transition:

Cleaning

- ❌ Multiple offsite Doctor's accommodation – Contractors used
- ❌ Theatre consumables ordered by dedicated theatre's staff and managed by department
- ❌ Transitioning GAS3 Team Leaders would not be required to hold Security Licence, and would not participate in out-of-scope tasks such as morgue duties / Code Black responses
- ❌ 2 x Retail outlets – spot floor clean & bin collection in scope. Detail cleaning managed by retail operators
- ❌ External cleaning (outside hospital entrances, courtyards, loading docks, windows, gardens, external graffiti removal, tree leaf, cleaning of seated areas to remove bird droppings). LHD will co-ordinate quotes and servicing of the above by external contractor – invoices will be processed by the LHD.
- ❌ Bed screens are purchased by wards for replacement by cleaning staff