

**Position Description**

**PATIENT TRANSPORT OFFICER/ENDORSED ENROLLED NURSE**

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The role of the Patient Transport Officer/Endorsed Enrolled Nurse is to provide safe transfer of patients to their point of destination ensuring they are provided with the care as requested by the treating facility.

**Our Vision:**

Health Select will meet and exceed the expectations of our clients through the provision of a high-quality customer centric service unparalleled in the marketplace.

**Our Mission:**

The team at Health Select will realise our vision through the provision of:

1. A focused customer centric service
2. Innovative customer design solutions
3. Purchaser transparency
4. A positive work environment fostering career development through ongoing education
5. Operating in a continual improvement model for the benefit of all key stakeholders

**Our Goals:**

Patients of Health Select will experience a service that ensures dignified person-centred professional care during transport.

Clients of Health Select will receive a reliable, high quality, customized service tailored to meet all business needs, and exceed all industry standards.

Team members at Health Select will experience pride in working with an organization that provides:

- Job satisfaction through personal and professional development.
- Rewards and recognition for consistent commitment to best practice standards.
- An environment that acknowledges and promotes the contribution of each member within a dynamic team.

## Our Values:

- Integrity
- Compassion
- Loyalty
- Excellence
- Innovation

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### Qualifications and Legal Documents:

- AHPRA Registration Endorsed Enrolled Nurse (EEN)
- HLTA1D007 - Advanced Resuscitation Certificate (within the past 6 months).
- HLTAMB014 - Transporting Non-Emergency Patients under Operational Conditions
- Immunisation as per Ambulance Victoria Patient Transport Procedures for NEPT 703 – Personnel Authorisations.
- Police Check (PC) A PC which is dated within the last six months undertaken by an accredited body on the Australian Criminal Intelligence Commission (ACIC) website ([www.acic.gov.au](http://www.acic.gov.au)) - reason for check PTO/EEN (Ambulance)
- Current Employee Working with Children Check card plus letter issued by the Department of Justice
- Internal bench marking standards and assessment.

### Responsible To:

General Manager Operations

### Review Process:

Compulsory reaccreditation of competencies:

- AHPRA Registration Endorsed Enrolled Nurse (EEN)
- HLTA1D007 - Advanced Resuscitation Certificate or Hospital equivalent certificate every twelve (12) months.
- Manual Handling Assessment every twelve (12) months

- Operating Under Emergency Conditions with Driving Assessment every twelve (12) months
- AV Induction documents read and acknowledged
- Compulsory completion of all yearly ClassMarkers

## **Overview of position**

### **Function:**

To provide safe transfer of patients to a designated point of destination ensuring they are provided with the ongoing care as requested by the treating facility.

### **Key Duties:**

- Ensure Patient Transport Vehicle is in a good working order and safe to transport patients.
- Assist the Ambulance Transport Attendant in the safe handling and transfer of the patient to and from, plus into and out of the Patient Transport Vehicle.
- Drive the Patient Transport Vehicle in a safe and courteous manner.
- Assist the Ambulance Transport Attendant in the care and management of the patient as requested.
- Attend patients in accordance with the Practice to Matrix
- Branch Duties as directed.
- Infection Control

### **Key Performance Indicators:**

- Maintain clinical best practice standards
- Documentation.
- Quality and continual improvement.
- Ongoing education.

### **Occupational Health and Safety:**

- Maintain a safe working environment and safe work practices at all times.
- Works in accordance with Health Select OHS Policy.
- Liaise with OH&S Coordinator

## **Quality Assurance:**

- Participate in Continual Improvement.

## **Leadership:**

- Promote a professional image of Health Select Group at all times
- Promote and foster a strong team culture

## **Communication:**

- Communicate with communications centre in an effective and professional manner.
- Promote effective communication between management, clients and suppliers

## **Customer Focus:**

- Maintain open and effective communication with all team members and clients.
- Promote good interpersonal and public relations within and outside Health Select.
- Essential Skills and qualifications.