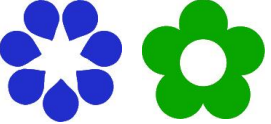


	DL19 NA / PCW 2230 – 0630 Shift Hostel and H&I	
---	---	---

Meal breaks: Half an hour meal break
 2 x 10 minutes morning and afternoon tea break or
 1 x 20 minutes when convenient

2230	Verbal report
2245	Attend to pagers throughout shift, ensure sensors are plugged in Ensure sensor mat & crash mat in place Answer phone if RN not at desk Lock front gate once pm shift has left and unlock in am Sunday open Gate 3, at 3am for rubbish collection Check door sensors are activated Attend and check Residents who are on site and sleeping charts Attend 2/24 PAC as per Resident allocation Pan room to be kept clean and tidy Restock linen as required Restock PPE as required Check if all exit doors are locked Check residents in bed and identify any wandering Residents and settle them, offer sandwich/fluids Prepare pads for night round Check batteries for lifters Check ambient temperature of building and adjust cooling/heating in Building H/I Check allocated Residents in Buildings A- F, check door pagers Return trolley to laundry and deliver clothes baskets to Buildings A-F Attend round Buildings A-F assist awake residents, toilet and check allocated Residents Prepare continence aids for next day Check S8 with RN 1 st round H/I change incontinent residents; PAC & turning of allocated Residents
2400	Empty urinal bottles Empty IDC drainage bags and record output at MN Monitor wanderers
0130	Verbal report to RN if any issues observed during round Document in MANAD- BO, bladder, behaviours etc 1st staff break Remaining staff to attend pagers Building A - I Empty sluice machine Check and clean communal toilet and pan room
	Extra duties for staff allocated <ul style="list-style-type: none"> • Mak dentures & glasses • Prepare 3/12 seasonal toothbrushes • Update pad allocation list as required • Check enough continence aids, gloves, toilet paper, hand towels, garbage bags in storerooms • Organise stock to be delivered by maintenance
0230	2nd staff break Remaining staff to attend pagers Building A - I Restock PPE Monitor wanderers, assist with toileting residents that are awake

CARDINAL STEPINAC VILLAGE

0330	3rd staff break Remaining staff to attend pagers Building A - I
0430	Open front gate Dress Residents that request to be attended In winter turn heaters on buildings A-F Assist with toileting Change continence aids for allocated residents A-F H/I round check and change all residents assist with toileting for those awake PAC, change soiled linen, assist to dress Residents in H/I who are awake and want to get up out of bed Empty urinal bottles End of round load sluice machine Sanitise bed pans & urinals Assist RN with suppositories
0600	Report to RN any changes in Residents Document in Manad – BO, bladder, behaviours etc Prepare early breakfast for Residents going on appointments
0630	Off duty

Please note: The Duty List is a guide only for daily tasks, there will be days when you have more duties assigned which are not mentioned above, depending on the resident's needs and condition and given circumstances.

WH&S policies must be observed and monitored.

- After each meal break, wash and put away dishes, and tidy the staff room.
- Friday nights spray all chairs in dining room, lounge and activity rooms, with incontinent spray as per instructions.
- Coffee / tea and meal breaks can be taken when convenient.

Repetitive treatments and procedures are mentioned once only, but it is understood that those need to be attended as many time during the shift as prescribed and required. Exceptional reporting in the progress notes is required all throughout the shift

See also detailed Job Description. I have read the Duty List and Job Description for this position and agree to abide by it.

Name: _____ **Signature:** _____ **Date:** _____