

## Inherent Requirements of Position - Orderly/Patient Transport

### Frequency and Duration of Essential Tasks

Orderly /Patient transport are responsible for all the internal and external transfer of patients. This includes pushing wheelchairs and beds, both manually and utilising automated equipment. Dependant on the health of the patient, transfers will either occur via a wheelchair, bed or if the patient is ambulant they will assist with directions and carrying of patient notes and files. Orderly or patient transport roles are physically demanding in nature and requires a high degree of adaptability and time management to rotate regularly between tasks and ensure all tasks are completed within the scheduled time frames.

Essential Tasks	Frequency	Duration
Patient transport	Transport patients via wheelchair, bed, or ambulant patients as required .Moving patients from bed to trolleys etc.	These tasks maybe undertaken throughout a shift The duration of this task is dependent upon the allocated tasks on a given day.
Transfer and Mobility Assistance	Provide patient transfer and mobility assistance on an as needs basis through the course of a shift.	These tasks maybe undertaken throughout a shift The duration of this task is dependent upon the allocated tasks on a given day.
External Transfers	This involves the transfer of patients between sites, to alternative hospitals for treatment	These tasks maybe undertaken throughout a shift The duration of this task is dependent upon the allocated tasks on a given day.
Ward duties	Ward duties such as emptying soiled linen bags, replacement of sharps / gloves and cleaning/manoeuvring other relevant patient equipment as required (Lifting machines etc.).	These tasks maybe undertaken throughout a shift The duration of this task is dependent upon the allocated tasks on a given day.
Emergency Management	Staff are required to complete emergency management on an as needs basis.	The duration for Emergency Management varies depending upon the nature of an incident.

### Environmental and Organisational Factors

Condition	Description
Heat	Orderly/Patient Transport generally complete their duties in a climate controlled indoor environment which is not significantly affected by heat. Warmer weather conditions outside may affect working conditions inside.
Cold	Orderly/Patient Transport generally complete their duties in a climate controlled indoor environment which is not significantly affected by cold. Outside weather conditions may affect working conditions inside.
Noise	Orderly/Patient Transport may be exposed to low level noise from their working environment including equipment and at times may be involved in interactions with patients of a heightened state and loud nature.
PPE	Orderly/Patient Transport are required to wear a uniform including non-slip, closed toe shoes and as required gloves and are required to follow infection control procedures as required.
Work area	Staff are required to push/pull and manoeuvre wheelchairs and beds across varying surfaces including linoleum, carpet, tiles and concrete. Patient Transport staff may be required to access both indoor and outdoor areas and are therefore at times exposed to outside conditions.
Shift Cycle	Epworth's facilities operate 24 hours a day/7 days a week and you are expected to be available and able to work on a rotating roster across all shifts and shift patterns, including night shifts. Although there may be times when you work to a particular pattern of days and times, please note Epworth may still require you to change your shifts in line with notice periods under your employment agreement to meet operational needs.

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LEGEND	Rarely	Occasional	Frequent	Constant	Cognitive and Psychosocial Demands	Rare	Low	Moderate	High	Maximum
	0 – 5% of total work time	6-33% of total work time	34-66% of total work time	67-100% of total work time						
Sitting	✓				Attention			✓		
Standing				✓	Concentration			✓		
Walking				✓	Memory			✓		
Step up / step down			✓		Interaction with others			✓		
Looking Up and Down			✓		Communication – written			✓		
Forward Bending		✓			Communication - verbal			✓		
Turning and Twisting			✓		Problem solving		✓			
Crouching and Squatting		✓			Decision making		✓			
Kneeling and Crawling		✓			Planning/sequencing			✓		
Reaching above shoulder		✓			Reasoning/judgement		✓			
Reaching forward				✓						
Gripping (Hand)				✓						
Fine Motor Movements (Hand)				✓						
Lifting floor-waist (20k with assistance) (up to 6kg)				✓						
Lifting overhead		✓								
Carrying			✓							
Pushing and pulling upper limb			✓							
Pushing lower limb		✓								
Bilateral upper limb movements				✓						