



Te Marae Ora (TMO Ministry of Health)
GOVERNMENT OF THE COOK ISLANDS

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POSITION SUMMARY

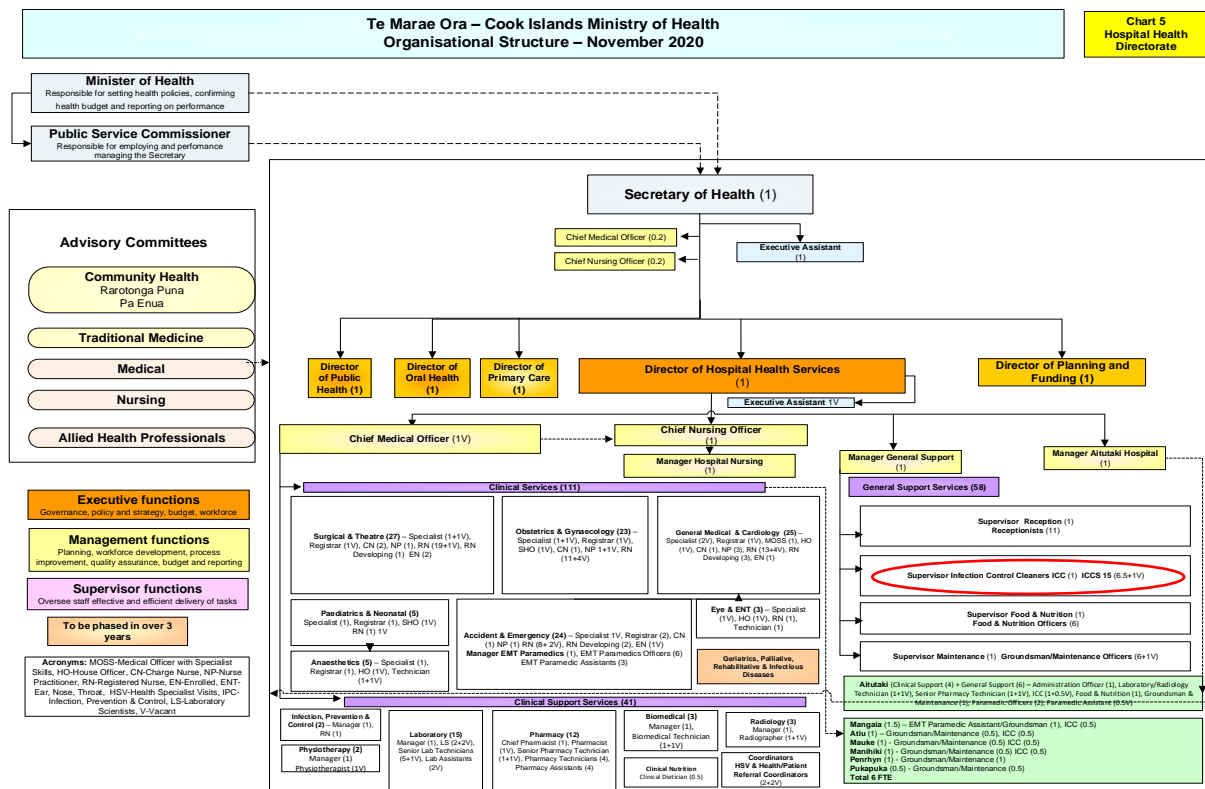
Job Title:	Infection Control Cleaner
Division:	Hospital Health
Responsible To:	Supervisor Infection Control
Responsible For:	Nil
Job Purpose:	This role is responsible for providing general cleaning and housekeeping services for Te Marae Ora (TMO) Ministry of Health premises including: cleaning offices, hallways, clinics, waiting areas and wards, emptying rubbish and cleaning linen. This role is responsible for ensuring the overall safety and sanitation of TMO buildings, premises and health clinics.
Job Classification:	C - O1 Trades I
Date updated:	November 2020

AGENCY VISION

Vision: All people living in the Cook Islands living healthier lives and achieving their aspirations.

Values: Respect, People focused, Equity, Quality, Integrity and Accountability

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6) Job Holder is accountable for:	Key Performance Indicators (SMART) Job Holder is successful when:
<p>Safety and infection control</p> <ul style="list-style-type: none"> • Implement TMO infection control protocols and procedures • Maintain equipment/tools for cleaning including industrial washers, dryers, mops and cleaning agents • Safely disinfect, sterilise or dispose of hazardous sharps, medical and chemical waste • Ensure TMO premises including office areas, medical examination, surgery rooms, patient consultation rooms, laboratories, pharmacies and waiting areas are clean and tidy • Correctly use equipment and cleaning supplies and wear protective clothing • Ensure premises are secure and security breaches are reported to management 	<ul style="list-style-type: none"> • TMO infection control protocols implemented effectively • Cleaning equipment and agents used appropriately and well maintained • Hazardous equipment, medicines and chemicals are managed safely • TMO premises are clean and tidy for staff, patients and visitors • Safe and clean premises • Breaches are reported in a timely manner
<p>Operational excellence</p> <ul style="list-style-type: none"> • Ensure cleaning equipment and tools function effectively • Treat complaints as an opportunity to improve, identify areas to improve and train staff to understand/implement changes required • Encourage team to contribute innovative ideas to improve cleaning practices • Review cleaning protocols/procedures and recommend improvements 	<ul style="list-style-type: none"> • Work outputs are produced efficiently and do not require rework or correction • Innovative solutions are developed to strengthen business practices • Business practices improved • Protocols and procedures reflect best practice
<p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrate the Public Service and TMO values and contribute to positive team culture • Participate in relevant training and professional development opportunities • Contribute to the division's goals with great ideas and excellent performance • Complete performance appraisals in a timely manner • Monitor performance and always keep Supervisor informed of work progress • Perform other duties as required 	<ul style="list-style-type: none"> • Embrace Public Service and TMO values at work • Training contributes to improved performance • Division achieves its targets • Performance exceed expectations • Supervisor is pleased with work performance • Service area and TMO functions effectively

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Ensure TMO infection control protocols, procedures and guidelines are adhered to
2	Maintain occupational health and safety requirements in the workplace
3	Provide quality and efficient infection control services

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (*Explain the authority if any*)

Financial	Nil
Staff	Nil
Contractual	Nil

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. (*List the external and internal types of functional relationships*)

Internal	Nature of Contact	External	Nature of Contact
TMO Executive and Managers	Planning, services and reporting <i>(Incidental-Medium)</i>	Patients, public and health service users	Services, public safety <i>(Incidental)</i>
Supervisor and TMO Staff	Clinical/infection control protocols, services, supplies, training, complaints <i>(Liaising-Medium)</i>	Government agencies	Services <i>(Incidental)</i>
Planning and Funding staff	Stock, payroll, leave <i>(Liaising-Medium)</i>		

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> NCEA Level 2 or equivalent 	<ul style="list-style-type: none"> Certificate in Hospitality (Housekeeping)

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
<ul style="list-style-type: none"> Minimum 18 months' work experience in housekeeping services or related area 	<ul style="list-style-type: none"> Over 18 months' work experience in housekeeping/cleaning services or related area

KEY SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> TMO infection control protocols, procedures and guidelines
Advanced	<ul style="list-style-type: none"> Excellent listening skills and ability to follow instructions efficiently Sound understanding of health services and good hygiene Excellent attention to detail when cleaning and maintaining assets
Working	<ul style="list-style-type: none"> Very good spoken English and Cook Islands Maori Must be fit and able bodied to undertake physical work Occupational health and safety standards Honest, trustworthy and inspires others to go the extra mile Ability to empathise with patients/families in serious emotional stress Ability to analyse situations and implement appropriate solutions Ability to use technical equipment and tools to undertake work Knowledgeable in commercial cleaning equipment and agents Actively seeks ways to improve services and processes

	<ul style="list-style-type: none"> • Willing to learn new skills and apply/share new knowledge • Concern for quality and works well in terms • Very good interpersonal and communication skills
Awareness	<ul style="list-style-type: none"> • Prevalent health and social issues in the country • Up to date with cleaning products and equipment

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

Secretary of Health

Date

Employee

Date