



Memo

Patient Support services

To All Patient Support Services Staff

From Cassie Budden Site Supervisor | Patient Support Services

Date 24th June 2024

Subject **CHANGES TO SCHEDULE OF DUTIES CONTINUED (Updated Monday 24th June).**

Dear Team,

I hope this memo finds you well. I am writing to inform you about some important changes to the Duty Schedules, effective from 1st July. Please take note of the following updates:

1. Children's Ward:

- Changes: The Children's Ward cleaner will now assist the Emergency Department cleaner on Saturday and Sunday only. Time of shift will commence at 06:00am

2. OB:

- Changes: Duties in Childrens ward for Saturday and Sunday only have been added while the Childrens ward Cleaner is in Emergency Department

3. Level 3, 4, 5, and 6:

- Changes: As Allied Health will now include Building Two duties; ward cleaners are required to clean patient and staff fridges. The duties have been added to the duty's schedules.

4. Afternoon Cleaner:

- Changes: Transit lounge duties has been added to the AC Cleaner for weekends only.

5. Extra 4-hour Cleaner:

- We have been granted a 4 hour extra cleaner to assist only during July, August & September. This will be part of the Hospital Winter Strategy Program. The 4-hour cleaner will be delegated to Renal and Transit Lounge. Time of shift will commence at 06:00am.

Please collect updated copies of the schedules from my office and familiarize yourself with the changes before they are implemented. These changes will be on a trial basis commencing 1st July.

Your cooperation and understanding during this transition are greatly appreciated. If you have any questions or concerns, please do not hesitate to reach out to me.

Thank you for your attention to this matter.

CBudden

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