

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 (Updated Monday 24th June).**

Dear Team,

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

1. Emergency Cleaner:

- Changes: Order of duties have changed. Time of shift will commence at 05:30am.

2. Building 2 Cleaner:

- Changes: The schedule has been updated along with a change in allocated days. Building 2 will now be cleaned on a Monday and Wednesday. The CH2 Cleaner will no longer be required in the building 2 clean.

3. Community Health 2 Cleaner:

- Changes: Community Health 2 schedule will now include Pathology and Pharmacy duties. Building 2 is no longer required. The new name for the Duties Schedule will be Community Health 2, Pathology, and Pharmacy.

4. Renal, Pathology, Nita Reed & Pharmacy:

- Changes: Nita Reed Pathology and Pharmacy will no longer be included in the Renal Duty Schedule. Renal will now assist the Emergency Department Cleaner. Time of shift will commence at 06:00am

5. CSB Cleaner:

- Changes: Transit Lounge will be added to the CSB Cleaner Schedule. The new name for the Duties Schedule will be CSB and Transit Lounge.

6. Allied Health Cleaner:

- Changes: The Allied Health Schedule will now include the emptying of the bins in the bathroom and Kitchen areas of Building 2. The new name for the Duties Schedule will be Allied Health and Building 2

Due to all the changes a new roster for the period 1st July to 14th July will be completed and printed.

Please ensure that you 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 only commencing on **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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