

Government of Tuvalu – Job Description



Position Title:	CLEANER (Orderly)	
Band and Salary:	S1 – S3	\$10,887 - \$15,447
Ministry and Department:	Health and Social Welfare	Health
Location:	Funafuti – PMH	
Reports to:	IPC Coordinator	

JOB PURPOSE:

An orderly provides essential support services in a healthcare setting, ensuring a safe, clean and comfortable environment for patients. This role involves assisting with patient care maintaining cleanliness and supporting Infection Prevention and Control protocols in Environmental cleaning.

KEY RESPONSIBILITIES:

1. Environmental Maintenance
2. Support medical staff
3. Safety and compliance

MAIN DUTIES AND OUTCOMES:

- 1.1 Tasked in sweeping and mopping of the Princess Margaret Hospital (Outpatient wards, Outpatient waiting area, Paramedics Departments, Nurse station, Wards).
- 1.2 Removing of full general waste bins and medical bins to their allocated disposable area ready for Public Health Contractors to discard.
- 1.3 Replacing of empty general waste bins and medical waste bins with proper color code bags.
- 1.4 Maintain the cleanliness and sanitation of public toilets, departments, wards and operating rooms.
- 2.1 Changing of curtains, bed sheets, isolation curtains, and to ensure that every discharged patients side cabinet is empty and clean.
- 2.2 Tasked in ensuring that discharged patients has a follow up cleanup after the nurses already carbolize.
- 3.1 Ensuring that the ICU, wards, and Isolation Ward is sweep, and mop. The rubbish bins to empty and replace the bins with appropriate color code bag.
- 3.2 The site or the ward where the patient is isolated, is fully stocked with PPE (mask, gloves, gowns, hand sanitizer).

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3.3 Adhere to all healthcare facility policies, procedures and safety precautions standards, accordingly to the infection prevention and control protocols and wear appropriate personal protective equipment.

MANDATORY REQUIREMENTS:

Cleaning experience with maximum of 3 years or Previous experience in a healthcare setting is preferred.

DESIRABLE REQUIREMENTS:

Ability to manage confidential matters and show discretion.
High level written and oral communication in English and Tuvaluan.
Attention to detail and accuracy.
Ability to liaise with the medical team
Good time management skills.

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.