



22<sup>nd</sup> November 2017

## Position Description - Medical Aide

The **Medical Aide** role with Heart of Australia is a critical part of the team in the mobile medical clinics that Heart of Australia provides to service remote and rural Australia. This role reports to the **Operations Manager** of Heart of Australia.

The duties of this position are:

1. Support Heart of Australia clinics on HEART 1, HEART 2 and HEART 3 by executing the following:
  - Performing ECG
  - Fitting and removing Holter Monitors
  - Performing Respiratory Function Testing
  - Fitting Ambulatory Blood Pressure Monitors
  - Setting up CPAP Machines and Masks
  - Setting up CPAP Trials
  - Performing CPAP Trial Review
  - Other appropriate procedures that may become relevant as Heart of Australia expands its' services.
2. Support the medical administration of the clinic by assisting with Reception duties
3. Assist with the operations of the clinic as part of the team at the clinic which include:
  - Packing up and setting up the clinic
  - Cleaning
  - Driving (support vehicles, between towns)
  - Inventory management
  - Day to day operations
4. Adhere to Heart of Australia's policies and procedures and ensure you are aware of Company requirements.



HEART *of*  
AUSTRALIA

**Please note the above is not an exhaustive list and Heart of Australia Management reserves the right to ask its Employees to perform any work task that is deemed needed and necessary for operations.**

*Heart of Australia Management*

This Award for Health Professional and Support Services is the applicable award for this role.  
[http://awardviewer.fwo.gov.au/award/show/MA000027#P1258\\_98354](http://awardviewer.fwo.gov.au/award/show/MA000027#P1258_98354)

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Signature of Employee

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Signature of Witness

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Name of Employee (Print)

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Name of Witness (Print)

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_