



UNION JOB DESCRIPTION

JD1361

JOB TITLE:	Patient Services Aide	JOB DESCRIPTION NO.:	40599/F.Cl.15301J.001
CLASSIFICATION:	Nursing Assistant I	GRID/PAY LEVEL:	F 22
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15301
UNION:	HEU	JOB/CLASS CODE:	SI: 40599 CI: 15301J
PROGRAM/DEPARTMENT:	Community Hospitals, Medicine, Surgical Services-Inpatient & Ambulatory; Rehabilitation; Rural Health Services - LMH; Psychiatry	BENCHMARKS (If Applicable):	15301
REPORTING TO:	Clinical Nurse Leader or designate		
FACILITY/SITE:	Cowichan District Hospital; Nanaimo Regional General Hospital; Lady Minto Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority(Island Health), patient & staff safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Under the direction of a Registered Nurse, and assisting an interdisciplinary health care team, this position enhances the quality of client-centered care by providing a variety of support services to the team and to patients.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Assists with care routines for stable patients as the Registered Nurse directs by providing personal care to patients such as assisting with bathing, dressing, care of skin and hair; toileting; ambulation and mobilization; lifting, positioning and transferring patients; overseeing patient exercise routines; and transporting patients.
2. Assisting with nursing procedures for stable patients as the Registered Nurse directs such as taking patient temperatures, pulse and respiration; obtaining and transporting specimens to the laboratory; recording observations. Observing and reporting any problems and/or changes to the Registered Nurse.
3. Assists in meeting the nutritional needs of patients by delivering and picking up patient trays; distributing drinking water; assisting patients with the opening of portion containers; positioning patients to receive meals and nourishment; and feeding patients as directed.
4. Observes safe work practices, including policies and procedures on Universal Precautions and contributes to maintaining a safe and clean environment by tidying patient areas; removing and emptying bedpans, urinals, basins; changing bed and stretcher linens; cleaning body substance spills; and restocking linens as necessary.
5. Contributes to a comfortable and pleasant environment for patients and staff by greeting patients and providing visitors, patients and families with orientation directions for the room/unit/facility; and by demonstrating positive and empathetic socialization skills with patients.

6. Ensures the availability of adequate supplies and equipment in accordance with established procedures by monitoring and restocking as necessary; relocating equipment, such as beds, wheelchairs, stretchers, oxygen tanks, etc., as required. Maintains related equipment by cleaning, lubricating and replacing as required; and reporting any damaged or inoperable fixtures, furniture or equipment.
7. Performs related clerical duties as directed and required such as setting up charts for new patients and recording information such as weight, temperature, pulse and respiration; attaching documentation to charts as directed; answering telephone; typing; maintaining records; and ordering supplies.
8. Participates in quality improvement endeavors by keeping informed through attending in-services and other educational opportunities as directed; providing constructive feedback to the team on opportunities for improvement; working cooperatively with all staff; utilizing effective written and verbal communication.
9. Performs other related duties as directed.

QUALIFICATIONS:

Education, Training And Experience

Grade 10 plus graduation from a recognized Nursing Assistant Program such as a Health Aide program or equivalent. Registered with the BC Care Aide registry.

Skills And Abilities

- Communicate effectively, both verbally and in writing.
- Deal with others effectively.
- Physical ability to carry out the duties of the position.
- Organize work.
- Operate related equipment.
- Ability to keyboard 30 wpm.