



UNION JOB DESCRIPTION

JD1510

JOB TITLE:	Resident Care Aide / Ward Aide	JOB DESCRIPTION NO.:	F.NI.15301.004
CLASSIFICATION:	Nursing Assistant I ; Nursing Assistant I (Sterile Supply)	GRID/PAY LEVEL:	F 22
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15301; 15303
UNION:	HEU	JOB/CLASS CODE:	15301
PROGRAM/DEPARTMENT:	Rural Medicine, Rural Service	BENCHMARKS (If Applicable):	15301; 15303
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Port Hardy Hospital (PH); Port McNeill Hospital (PMH); Cormorant Island (AB)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient 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 the Manager or designate, the Nursing Assistant performs clerical duties, answers the phone, transports patients, transcribes doctors' orders, distributes supplies, performs nursing procedures as in the duties listed below.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Performs related clerical duties such as typing, answering the telephone, making appointments, ordering supplies through stores and maintaining records such as time sheets and daily census.
2. Sets up charts for new patients and charts information like weight, temperature, pulse and respiration as directed; attaches documents to charts such as laboratory and special examination reports after review by nurse and/or doctor; completes discharge charts for Medical Records according to established procedures.
3. Transports patients utilizing mechanical aids such as wheelchairs, and/or stretchers.
4. Checks supplies for quantity and outdates and restocks as necessary.
5. Re-assembles supplies and sets up instrument trays; delivers supplies to appropriate areas.
6. Performs nursing procedures such as taking temperature, pulse and respiration, administering suppositories and enemas, obtaining specimens such as urine and administering non-sterile dressings; records observations, and reports problems and/or changes to designated nursing staff.
7. Provides personal care to patients such as assisting the patient with bathing, dressing care of skin and hair; changing bed; assisting with toilet needs; and overseeing patient exercise routines.
8. Assists patients with meals by serving and collecting meal trays and feeding designated patients.
9. Assists or relieves in other areas like stores or patients care as assigned by the Nurse Coordinator or Registered Nurse (RN).
10. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 10 plus graduation from a recognized Nursing Assistant Program or an equivalent combination of education, training and experience. Registered with the BC Care Aide registry.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.