UNION JOB DESCRIPTION

JD2760

JOB TITLE:	ER & ICU Nursing Unit Assistant/Porter	**JOB DESCRIPTION NO.:**	F.CI.10317A.001
CLASSIFICATION:	Nursing Unit Assistant; Patient Porter	**GRID/PAY LEVEL:**	F SD16A
COLLECTIVE AGREEMENT:	Facilities Subsector	**HSCIS NO.:**	10317; 15310
UNION:	HEU	**JOB/CLASS CODE:**	10317A
PROGRAM/DEPARTMENT:	Community Hospitals	**BENCHMARKS (If Applicable):**	10317; 15310
REPORTING TO:	Manager or designate		
FACILITY/SITE:	West Coast General Hospital		

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.

Reporting to and under the general supervision of the Manager or designate, the ER & ICU Nursing Unit Assistant utilizes a variety of computer software applications to perform clerical duties relating to the operation of a critical care nursing unit, including transcribing doctors' orders, reception, timekeeping and related clerical functions, and assists with transporting patients, their personal belongings, specimens, and related equipment to and from various locations within the hospital.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Transcribes doctor's orders to various forms and requisitions and relays appropriate information to nursing staff and/or other departments as required.

2. Carries out receptionist duties and acts as a communication link for the Emergency and Intensive Care Units (ER & ICU) by contacting other hospitals and departments, including collaborating with bed booking by exchanging information related to bed availability to assist in admissions, discharges and transfers. Answers telephones; transfers calls, takes and relays messages (excluding doctor's orders). and answers routine enquiries. Receives patient test results. Receives visitors, provides information and directs to appropriate area.

3. Assembles and maintains patient charts, inputs patient data and transcribes information into relevant systems such as MARS, Kardex, charts or electronic health record systems. Attaches documents to charts such as laboratory and special examination reports and dismantles charts for Health Records upon patient discharge. Notifies appropriate departments and individuals regarding relevant information.

4. Performs clerical duties such as word processing, filing, sorting and distributing various reports, requisitions and mail. Maintains ER & ICU filing system, manuals, and charts.

5. Porters and transports patients as directed using wheelchairs, stretchers or specialty beds to/from specified locations such as surgical areas, patient care units, treatment or consultation areas. Assists with movement of patients as directed by clinical staff, by lifting and transferring patients on and off beds, stretchers and wheelchairs, utilizing slide boards or mobilizer stretcher as required.

6. Delivers specimens, requisitions/orders and equipment, including STAT requests, to specified hospital areas as directed.

7. Requisitions and ensures delivery of supplies, equipment and printed forms for the ER & ICU. Picks-up and delivers supplies and equipment as directed, such as medications from pharmacy, lab samples, or patient transport equipment from other areas of the hospital. Stocks supplies and changes linens on stretchers, beds and wheelchairs, and hangs and removes drapes and curtains as required

8. Performs timekeeping and related duties for the ER & ICU according to established guidelines, including completing and maintaining timekeeping records for approval of the Manager. Maintains unit information on vacation, sick, overtime, absenteeism and checks same against original records. Maintains records on relief staff such as: names, addresses, telephone numbers, availability for work, suitability for work area and hours worked.

9. In accordance with established guidelines, performs duties related to staffing activities including:

10. accepting calls from staff regarding illness or absence from work and communicating to the Manager or designate,

- posting and maintaining staffing schedules,
- processing requisitions for replacement staff,
- communicating related messages to staff on behalf of the Manager or delegate as requested, and
- completing related forms for the appropriate signature.

11. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, medical terminology and graduation from a recognized Nursing Unit Clerk program plus one year's recent related experience or an equivalent combination of education, training, and experience. Current Level C Basic Life Saving certificate.

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 keyboard at 50 wpm
- Ability to organize work.
- Ability to operate related equipment.
- Ability to utilize a variety of computer software applications.