



UNION JOB DESCRIPTION

JD4059

JOB TITLE:	MI - Medical Imaging Aide	JOB DESCRIPTION NO.:	40643/F.VI.15301i.002
CLASSIFICATION:	Nursing Assistant I ; X-Ray Assistant II ; X-Ray Assistant I	GRID/PAY LEVEL:	F 22
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15301; 15602; 15601
UNION:	HEU	JOB/CLASS CODE:	SI: 40643 CI/NI: 15301I
PROGRAM/DEPARTMENT:	Medical Imaging	BENCHMARKS (If Applicable):	15301; 15602; 15601
REPORTING TO:	Leader or designate		
FACILITY/SITE:	Saanich Peninsula Hospital; Cowichan District Hospital; Nanaimo Regional General Hospital; North Island Hospital, Campbell River and District; North Island Hospital, Comox Valley Campus; West Coast General Hospital; Victoria General Hospital; Royal Jubilee Hospital		

JOB SUMMARY:

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

Reporting to the Leader, or designate and under the direction of a Medical Imaging Technologist, and as a member of a collaborative multidisciplinary health care team, the Medical Imaging Aide provides assistance and support within the medical imaging team and to patients receiving medical imaging services.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Provides personal care to patients and assists by preparing and transporting patients for medical imaging procedures as directed. Assists patients with dressing and undressing, care of skin and hair; toileting; ambulation and mobilization; lifting, positioning and transferring patients.
2. Transports patients using a variety of mechanical aides, such as beds, stretchers and wheelchairs. Transports exam results, specimens and specialized equipment within the facility. Prioritizes assignments in accordance with established procedures to ensure prompt arrival at required locations.
3. Demonstrates positive and empathetic socialization skills with patients, explains medical imaging procedures and answers related questions in accordance with policies and procedures. Records observations. Observing and reporting any problems and/or changes.
4. Observes safe work practices, including policies and procedures on Universal Precautions and compliance with Workplace Hazardous Material Information System (WHMIS). Contributes to maintaining a safe and clean environment by tidying patient areas; removing and emptying bedpans, urinals, basins, garbage; 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.

6. Ensures the availability of adequate supplies and equipment 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 patients and recording information in accordance with established procedures;
- attaching documentation to charts as directed;
- transcribing Doctors orders to appropriate forms, such as requisition forms;
- answering telephone;
- typing
- making appointments;
- maintaining records and register;
- retrieving and filing images and reports; and
- ordering supplies.

8. Participates in quality improvement endeavors by keeping informed through attending inservices 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, one (1) year recent, related experience; or an equivalent combination of education, training and experience. Registered with the BC Care Aide registry.

Skills And Abilities

- Communicate effectively, both verbally and in writing.
- Deal with others effectively.
- Physically carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.
- Keyboard 30 wpm.