



UNION JOB DESCRIPTION

JD4443

JOB TITLE:	Inter-Facility Porter	JOB DESCRIPTION NO.:	F.CI.15310A.001
CLASSIFICATION:	Porter/Patient (No Benchmark); Building Security Officer; Transportation Attendant II; Stores Attendant II	GRID/PAY LEVEL:	F 16
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15310; 11004; 19002; 17002
UNION:	HEU	JOB/CLASS CODE:	15310A
PROGRAM/DEPARTMENT:	Logistics and Operations	BENCHMARKS (If Applicable):	15310; 11004; 19002; 17002
REPORTING TO:	Logistics and Materiel Transportation Manager or designate		
FACILITY/SITE:	Nanaimo Regional General Hospital; Port Hardy Hospital; Port McNeill 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 Logistics Manager or designate, and utilizing a computerized dispatch system, the Inter-Facility Porter assists patient care staff by transporting patients and their belongings to various destinations within the hospital or to another facility; administers first aid as required. Performs a variety of duties relating to distribution and transportation of hospital items such as laboratory specimens, blood and blood products, charts, pharmaceuticals, and medical and surgical supplies and the movement of equipment such as beds, commodes, walkers, lift equipment, and medical gas cylinders. Completes record keeping functions associated with distribution duties. Responsible for performing all deliveries and returns of medical rolling stock to/from the equipment depot. Responsible for the cleaning processes associated with each piece maintained by the sites equipment depot and sending in work orders for repairs on said equipment. Performs some general clerical duties as required and maintains a clean, safe and tidy work area.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Receives assignment instruction from appropriate source such as the Supervisor or via a computerized dispatch system, to porter patients and their belongings to a specified area or facility for admission to hospital or for test or treatment. Transports and delivers supplies, equipment, and furniture to and from designated areas within the hospital, based upon instruction from appropriate source such as requisition, telephone, computer, talkback radio, and verbal requests.
2. Performs all delivery, cleaning and record keeping duties associated with the sites equipment depot processes.
3. As directed, supports patient care staff to transfer patients into wheelchairs and onto stretchers ensuring their comfort in readiness for transport to designated area in accordance with established guidelines and protocols.
4. In accordance with established procedures, porters patients by wheelchair, stretcher or bed to /from appropriate facility or area such as wards, treatment or consultation areas, and all other areas of the facilities. Administers first aid as required.

5. Distributes pharmaceuticals such as STAT medications, batch meds and night-cupboard routines for after-hours service according to scheduled service times and accordance with departmental policies and procedures.
6. Delivers blood and blood products in accordance with Laboratory distribution standards and protocols.
7. Fills stores requisitions by using the Materials Management System to locate stock in the main warehouse, issues items based on client's request, and documents the issues based on department policies. Participates in Stores Inventory count.
8. Distributes VIHA courier deliveries from other sites as directed on the courier form.
9. Distributes incoming and outgoing mail.
10. Responds to Health Records delivery requests during normal working hours. Responds to retrieval requests outside of normal Health Records service hours by using the computerized Health Records system to locate the record, retrieves and record from the files, delivers to the requestor, and returns the record to Health Records as required.
11. Responds to service requests by organizing and grouping tasks and embarking on routes to ensure delivery times are met.
12. Performs a complete cleaning on all medical rolling stock maintained and managed by the sites equipment depot, such as beds, stretchers, wheelchairs, commodes, IV pumps and poles, etc. Keeps patient porter equipment such as wheelchairs and stretchers clean and safe.
13. Reports damaged, inoperable or faulty equipment to Facility and Maintenance utilizing service requests for repairs; reports malfunctioning equipment to the Supervisor.
14. Utilizes telephone and/or other communication tools used in the function of their position (Cisco phones, talkback radio, iPhone, iPad, Cell phone).
15. Performs general clerical duties such as typing, answering phones/talkback radios, accessing computerized information and learning. Completes all record keeping requirements such as activity statistics and maintains call logs and other related porter documents as required by the Equipment Depot processes.
16. Keeps work area safe, clean and tidy in accordance with departmental and safety regulations.
17. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 10, plus one-year recent related experience or equivalent combination of education, training and experience.
Valid B.C. Class 4 Driver's License (Restricted).

Skills And Abilities

- Ability to communicate effectively both verbally and in writing
- Ability to deal with others effectively with high level of customer service
- Physical ability to perform the duties of the position
- Ability to organize work with minimal supervision or direction
- Ability to operate related equipment, including computers and handheld computing devices