



## UNION JOB DESCRIPTION

**JD451**

<b>JOB TITLE:</b>	Unit Aide - Emergency	<b>JOB DESCRIPTION NO.:</b>	40274 / F.CI.15301.012
<b>CLASSIFICATION:</b>	Nursing Assistant I	<b>GRID/PAY LEVEL:</b>	F 22
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	15301
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	SI: 40274; CNI: 15301
<b>PROGRAM/DEPARTMENT:</b>	High Intensity & Rehabilitation Services; Emergency Services & Trauma Care	<b>BENCHMARKS (If Applicable):</b>	15301
<b>REPORTING TO:</b>	Patient Care Manager or designate		
<b>FACILITY/SITE:</b>	Royal Jubilee Hospital; Victoria General Hospital; Saanich Peninsula Hospital; Nanaimo Regional General Hospital;		

### JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) 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.

Reports to the Patient Care Manager or designate. Under direction from a Registered Nurse conducts personal care and minor nursing procedures to meet the comfort, hygiene, and therapeutic needs of the patient according to established policies and procedures. Carries out related patient care duties such as applying warm blankets, assisting with patient nutrition, assisting with toileting, or emptying drainage catheters as required. Performs duties related to the general maintenance of the department such as restocking the work areas, cleaning equipment and work areas not attended to by Housekeeping, and reporting malfunctioning equipment to the Charge Nurse. Transports patients via wheelchair or stretcher to designated areas. Assists in the collection of blood and blood products from the lab in emergency situations.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Distributes meal trays and other nutrition to patients at the bedside including assisting patients as required. Collects food trays and records food and fluid intake according to established procedures. Provides nourishment to patients under the direction of the Registered Nurse.
2. Assists patients with toileting needs. Offers and removes bedpans, urinals, and commodes. Drains urine collection bags. Collects urine and stool specimens. Records output and documents specimen collection. Assists with personal hygiene as required following toileting. Applies incontinence care products as directed. Provides for patient comfort by applying warm blankets & repositioning.
3. Measures and records patient's weight.
4. Checks all stretchers for portable oxygen tank levels and refills/replaces as required. Check oxygen compressors and refills as required.
5. Transports patients utilizing mechanical aids such as wheelchairs and stretchers. This includes the transport of patients with intravenous solutions and oxygen therapies. Helps facilitate patient movement to and from cubicles under the direction of a Registered Nurse, and undertakes escort duties when required.
6. Reports any obvious or unusual changes in the patient's physical condition or behaviors to the Registered Nurse.

7. Cleans and restocks designated work areas and carts with supplies and equipment according to established quotas. Orders supplies required according to established quotas.
8. Checks ambulatory area cubicles for general tidiness and prepares them for patients and staff at all times, in order to expedite the patient flow. Changes linens, assists patients with undressing, dressing, and adopting appropriate positions for examination purposes.
9. Checks and cleans designated Emergency Room equipment. Completes repair requisitions for any equipment requiring servicing. Removes and tags the equipment. Notifies the Charge Nurse of equipment status.
10. Completes rounds of the department to be a point of contact for waiting patients, and assists patients with their comfort and basic needs.
11. Assists in collecting blood and blood products from the lab and transporting them back to the department, in emergency situations when required.
12. Obtains equipment such as walkers, commodes for patients from the department supplies area and completes applicable paperwork.
13. Assists with the discharge of patients i.e. help them to call a taxi, call family or friends and assist to entrance.
14. Females may be asked to act as chaperones to emergency physicians during a pelvic exam.
15. Assists with paediatric holds of IV starts or necessary treatment/procedures.
16. At the request of the Registered Nurse, undertakes standard VIHA antibiotic resistant organisms (ARO) screening questionnaires, obtains and sends swabs to lab, as necessary.
17. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

Grade 10 plus completion of a recognized Nursing Assistant Program or equivalent combination of education, training, and experience.

### **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.