



UNION JOB DESCRIPTION

JD453

JOB TITLE:	Unit Aide & Porter - Nursing	JOB DESCRIPTION NO.:	40285
CLASSIFICATION:	Nursing Assistant I	GRID/PAY LEVEL:	F 22
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15301
UNION:	HEU	JOB/CLASS CODE:	40285
PROGRAM/DEPARTMENT:		BENCHMARKS (If Applicable):	15301
REPORTING TO:	Clinical Nurse Leader, Surgical Services or Manager		
FACILITY/SITE:	Various VIHA SI Sites (SPH)		

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 Nurse Manager or designate. Transports patients between the designated sending area and the appropriate receiving unit. Ensures patient comfort needs are met in the area by performing patient care duties such as applying warm blankets to patients, and emptying drainage catheters. Maintains designated work and storage areas by checking and re-stocking equipment and supplies, checking oxygen tanks and suction bottles, and cleaning and changing beds.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Transports patients to the designated nursing unit and transfers patients in the nursing unit using appropriate equipment such as a stretcher and transfer board. Monitors patient comfort and condition during transport and reports any observations or incidents to Manager and/or appropriate person in receiving unit. Assists ward nursing staff by performing duties such as obtaining IV poles and helping to turn patients as requested.
2. Ensures patient comfort needs are met by performing patient care duties such as applying warm blankets to patients, emptying drainage catheters, changing soiled beds, and retrieving supplies as requested by Registered Nurse.
3. Restocks designated work areas and carts such as Cardiac Arrest with equipment and supplies such as suction bottles and equipment, portable oxygen tanks, linen, dressings, and other supplies received from Central Processing, according to established quotas.
4. Removes from circulation instruments and equipment found to be defective or in need of repair or replacement and reports to supervisor accordingly.
5. Cleans and disinfects equipment such as monitor cables, carts, and stretchers, and work and storage areas such as counters, shelves, fridges, and work tables, following established cleaning procedures.
6. Prepares equipment and supplies by pre-washing, rinsing, and sorting prior to return to Central Processing for cleaning and sterilization.
7. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 10 plus graduation from a Nursing Assistant Program or an 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 duties of the position.
- Ability to organize work.
- Ability to operate related equipment.