



## UNION JOB DESCRIPTION

**JD471**

<b>JOB TITLE:</b>	Patient Porter	<b>JOB DESCRIPTION NO.:</b>	40294/F.VI.15310.001
<b>CLASSIFICATION:</b>	Porter/Patient (No Benchmark)	<b>GRID/PAY LEVEL:</b>	F 16
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	15310
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	SI: 40294 / CINI: 15310
<b>PROGRAM/DEPARTMENT:</b>	SI: Admitting & Patient Flow; CINI: Logistics	<b>BENCHMARKS (If Applicable):</b>	15310
<b>REPORTING TO:</b>	Manager or Designate		
<b>FACILITY/SITE:</b>	Royal Jubilee Hospital; Victoria General Hospital; Nanaimo Regional General Hospital; Cowichan District Hospital; North Island Hospital (Comox Valley Campus; Campbell River and District)		

### 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.

Reporting to the Manager or designate, and utilizing a computerized dispatch system, the Patient Porter assists patient care staff by transporting patients to various destinations within hospital. Performs some general clerical duties as required and maintains a clean and tidy work area.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Receives assignment instruction from appropriate source such as the Supervisor or via Teletracking, the computerized dispatch system, to porter/escort patients to a specified area for admission to hospital or for test or treatment.
2. 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.
3. In accordance with established procedures, porters patients by wheelchair, stretcher or bed to/from appropriate area such as wards, treatment or consultation areas.
4. Keeps patient portering equipment, such as wheelchairs and stretchers clean; completes equipment servicing requests and reports malfunctioning equipment to the Supervisor for repair; and stores equipment in designated storage areas.
5. Utilizes telephone and/or two-way radio for communication with computerized dispatch system.
6. Performs general clerical duties such as answering the telephone and typing.
7. 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.

## **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 type.
- Ability to organize work.
- Ability to operate related equipment (such as a computerized electronic dispatch system).