



## UNION JOB DESCRIPTION

**JD510**

<b>JOB TITLE:</b>	Materiel Porter - Materiel Management	<b>JOB DESCRIPTION NO.:</b>	40264/F.VI.17002.001
<b>CLASSIFICATION:</b>	Stores Attendant II	<b>GRID/PAY LEVEL:</b>	F 10
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	17002
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	SI: 40264; C/NI: 17002
<b>PROGRAM/DEPARTMENT:</b>	Operations & Support Services; Materiel Management	<b>BENCHMARKS (If Applicable):</b>	17002
<b>REPORTING TO:</b>	Logistics Coordinator		
<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 & District); Cumberland Health Centre		

### 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 Logistics Coordinator. Performs a variety of duties relating to distribution and transportation of hospital items such as laboratory specimens, blood, charts, pharmaceuticals, and medical and surgical supplies and the movement of equipment such as beds, lift equipment, and medical gas cylinders. Completes record keeping functions associated with distribution duties. Is responsible for performing all of the delivery and cleaning processes associated with the medical rolling stock maintained by the sites equipment depot.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Transports and delivers supplies, equipment, medication, blood and charts to and from designated areas within the hospital across multiple building locations, based upon instruction from appropriate source such as requisition, telephone, and pager. Completes scheduled and ad hoc specimen, chart, and belongings runs and requests for equipment delivery to clinical units including stretcher and equipment moves. Supports pain clinic, hospital-at-home and clinic deliveries.
2. Performs all delivery and cleaning duties associated with the site's equipment depot process. Delivers and retrieves medical equipment site-wide. Retrieves equipment cleaned and tagged by housekeeping for processing and returns to depot for disinfection. Performs record keeping such as maintaining the site deficiency logs.
3. Performs a complete high touch sanitization on all medical rolling stock maintained and managed by the site's equipment depot, including but not limited to; beds, stretchers, commodes, IV pumps and poles. Disinfects home dialysis, phototherapy equipment and Medical Daycare pumps.
4. Reports damaged, inoperable or faulty equipment to Facilities and Maintenance and submits work orders for repair by designated departments. Adjusts routes or tasks when encountering malfunctioning devices or doors.
5. Distributes pharmaceuticals such as night-cupboard routines for after-hours service according to scheduled service times and in accordance with departmental policies and procedures.

6. Delivers blood and blood products in accordance with Laboratory distribution standards and protocols. Responds to stat blood and major hemorrhage calls. Transports OR specimen totes to and from the Lab.
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 departmental policies. Participates in Stores inventory count. Transports patient owned medication between units.
8. Distributes VIHA courier deliveries from other sites as directed on the courier form.
9. Responds to all service and ad hoc transport requests in a timely manner by organizing and grouping delivery tasks for route efficiency and embarking on routes to ensure delivery times are met. Assists staff with direction and redirects concerns as needed. Navigates alternate routes after-hours or during lockouts.
10. Completes all record keeping requirements such as daily activity statistics and depot documentation and maintains the delivery logs, site deficiency logs, and call records.
11. Keeps work area tidy, clean, and safe in accordance with departmental and safety regulations. Ensures clean depot and safe storage of equipment. Follows safety procedures with biohazards, oxygen tanks, and sharps.
12. Responds to Health Records retrieval requests outside of normal Health Records service hours by using the computerized Health Records System and other tools to locate the record, retrieves the record from the files, delivers to the requestor, and returns the record to Health Records as required.
13. Performs other duties as assigned.

## **QUALIFICATIONS:**

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

Grade 10 plus six months recent related experience, 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 perform the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.