



UNION JOB DESCRIPTION

JD6160

JOB TITLE:	Clinical Unit Aide	JOB DESCRIPTION NO.:	6160
CLASSIFICATION:	Health Unit Aide	GRID/PAY LEVEL:	C08
COLLECTIVE AGREEMENT:	Community Subsector	HSCIS NO.:	83000
UNION:	BCGEU	JOB/CLASS CODE:	20247
PROGRAM/DEPARTMENT:	Urgent and Primary Care Centres	BENCHMARKS (If Applicable):	83000
REPORTING TO:	Manager or designate		
FACILITY/SITE:	VIHA Urgent and Primary Care Centres (UPCCs): South Island Health Services Delivery Area; Central Island Health Services Delivery Area; North Island Health Services Delivery Area		

JOB SUMMARY:

In accordance with the Mission, Vision and Values, and strategic directions of the Vancouver Island Health Authority (Island Health) patient & 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, the Clinical Unit Aide supports Urgent and Primary Care Centres by maintaining medical supplies and equipment, coordinating inventory and procurement activities, supporting equipment cleaning and sterilization processes, providing clinical room and patient support, and delivering administrative and clerical assistance, including Medical Office Assistant (MOA) relief coverage.

TYPICAL DUTIES AND RESPONSIBILITIES:

Inventory and Supply Management

1. Maintains inventories of medical supplies, equipment, and linens by performing duties such as monitoring ward stock levels, identifying requirements, processing orders, receiving and verifying shipments, maintaining inventory records, and distributing and storing supplies, according to WHMIS regulations.
2. Coordinates procurement activities by placing orders with suppliers, receiving and distributing supplies, verifying invoices and shipping documentation, and forwarding approved documentation for payment processing.
3. Delivers and disposes of supplies, biologicals, materials, and equipment by performing duties such as packaging, arranging for pickup and delivery, and transporting. Ensures compliance with applicable safety requirements and transportation procedures when handling and transporting, including but not limited to:
 - Lab samples and specimens
 - Biohazards and sharps
 - Oxygen and liquid nitrogen

Equipment and Clinical Support

4. Serves as the clinic contact for operational issues relating to clinic equipment, supplies, facilities, and contractor services. Performs initial troubleshooting and coordinates service requests with Biomedical Engineering, Facilities Management and Operations (FMO), and IM/IT as required.

5. Organizes, prepares, tracks and coordinates instruments for Medical Device Reprocessing Department (MDRD) services and maintains medical equipment and instruments in accordance with established policies and procedures.
6. Provides clinical support by maintaining examination and treatment rooms using principles of aseptic technique and infection prevention and control.
7. Ensures rooms are stocked appropriately and prepares clinical trays, cleans and calibrates equipment, and maintains readiness for patient care.
8. Prepares patients for provider visits by greeting and escorting patients, confirming identity, preparing equipment and procedure trays, obtaining routine measurements including vital signs, performing point-of-care testing as directed and in accordance with organizational policies and procedures, and promptly escalating abnormal findings to clinical staff.

Administrative Support

9. Provides administrative support by photocopying, faxing, maintaining filing and record-keeping systems, and managing documentation including equipment maintenance records, quality assurance records, packing slips, and invoices.
10. Provides clerical relief for Medical Office Assistants during breaks, peak periods, staffing absences, and other operational coverage requirements.
11. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

- Grade 12.
- Medical Office Assistant Certificate.
- Recent, related experience of one year or an equivalent combination of education, training, and experience.

Skills And Abilities

- Ability to communicate effectively, both verbally and in writing.
- Physical ability to carry out the duties of the position.
- Ability to work independently and in cooperation with others.
- Ability to operate related equipment.
- Ability to organize and prioritize.
- Ability to maintain accurate records and documentation.
- Knowledge of inventory control and procurement processes.
- Knowledge of WHIMIS and workplace safety practices.
- Knowledge of medical terminology.
- Knowledge of medical supplies and equipment.
- Knowledge of sterilization techniques and procedures.
- Knowledge of infection prevention and control practices.
- Knowledge of safe handling, transportation and storage requirements for medical supplies, specimens and biohazardous materials.