



# *Provincial Job Description*

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***TITLE:***  
**(120) Porter**

***PAY BAND:***  
**5**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Transports patients, patient-related documents and a variety of goods, equipment, supplies and specimens.**

***QUALIFICATIONS:***

- ◆ **Grade 10**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer skills**
- ◆ **Communication and interpersonal skills**

***EXPERIENCE:***

- ◆ **Previous: No previous experience.**

**KEY ACTIVITIES:**

**A. Porter / Transport**

- ◆ Transports patients and related documents to and from units (e.g., therapy, appointments, morgue).
- ◆ Monitors patient devices during transport (e.g., intravenous pumps).
- ◆ Assists with transferring patients (e.g., to beds, chairs, stretchers, bathrooms).
- ◆ Transports equipment and instruments.
- ◆ Transports linens, supplies, x-rays, mail.
- ◆ Transports medications, blood and blood products, specimens.

**B. Related Key Work Activities**

- ◆ Requisitions replacement stock.
- ◆ Stocks supply cupboards, galley kitchens.
- ◆ Performs general cleaning duties.
- ◆ Folds and stores linen.
- ◆ Ensures equipment and supplies are clean and available.
- ◆ Answers telephones, takes messages.
- ◆ Performs filing duties, where required by the job.
- ◆ Performs data entry.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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