



Provincial Job Description

TITLE:
(324) Orderly Coordinator

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates and supervises Orderly duties. Promotes health and healing by functioning as a member of the health care team. Provides care for convalescent, acutely ill, chronically ill and long- term care clients/patients/residents.

QUALIFICATIONS:

- ◆ Continuing Care Assistant certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills, where required by the job
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently
- ◆ Valid drivers license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous experience as an Orderly to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Direct Patient Care

- ◆ Provides observation and assessment of clients/patients/residents and reports changes in condition.
- ◆ Bathes clients/patients/residents and assists with dressing.
- ◆ Monitors, interprets and records vital signs, (e.g., blood pressure, temperature, pulse, respiration).
- ◆ Provides bowel and bladder care (e.g., catheters, irrigation, drainage, suppositories, enemas, colostomies).
- ◆ Provides respiratory and airway care (e.g., tracheostomy, suctioning, oxygen therapy).
- ◆ Provides pre- and postoperative care (e.g., dressing changes, removing sutures/clips/staples).
- ◆ Provides interventional and therapeutic treatments, where required (e.g., wound care, nasogastric catheters).
- ◆ Provides cast/splint/traction application/removal.
- ◆ Assists physician with reduction of fractures and dislocations.
- ◆ Assists physicians with various procedures (e.g., cystoscopies, sigmoidoscopies, suturing).
- ◆ Assists with treatments, (e.g., establishing IV's, gastric lavage).
- ◆ Collects specimens (e.g., urine, stool and sputum) and transports to lab.
- ◆ Monitors blood glucose levels.
- ◆ Assists with mobility and/or transfers, lifts and repositioning of clients/patients/residents.
- ◆ Porters clients/patients/residents.
- ◆ Follows universal precautions, infection control and isolation techniques.
- ◆ Maintains asepsis to all equipment and surroundings.

B. Indirect Patient Care

- ◆ Records information in clients/patients/residents chart.
- ◆ Informs care team of client/patient/resident current status.
- ◆ Completes admission forms.
- ◆ Makes beds, cleans equipment, restocks supplies, empties laundry hampers and tidies rooms.
- ◆ Completes transfer/lift/repositioning assessment and posts appropriate logos.
- ◆ Provides client/patient/resident education (e.g., catheter care).
- ◆ Transports and sets up oxygen tanks.

C. Supervision

- ◆ Assigns and checks work of Orderlies doing similar work.
- ◆ Coordinates, prioritizes and schedules Orderly work load and work flow.
- ◆ Provides input into performance evaluations, performance reviews and staffing.

D. Related Key Work Activities

- ◆ Communicates and participates in emergent situations as per protocols (e.g., code blue, code white, death, fire, disaster).
- ◆ Performs data entry, where required by the job.
- ◆ Notifies maintenance of required repairs to equipment.
- ◆ Participates in quality assurance programs as required by local protocols.
- ◆ Teaches and encourages staff in the use of proper body mechanics and body alignment while using lifts and operating equipment.
- ◆ Assists with post mortems.
- ◆ Assists with tray distribution, feeding clients/patients/residents and retrieval of meal trays.

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: March 17, 2012