



Provincial Job Description

TITLE:
(120) Porter

PAY BAND:
5

FOR FACILITY USE:

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 skills
- ◆ 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.
- ◆ 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: September 16, 2020