



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 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:

SGEU:

SAHO:

Date: 2005

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