



Provincial Job Description

TITLE:
(322) Orderly

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF 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: No previous experience.

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 specimen (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. 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.
- ◆ 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: Mar 07/12