

# EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Casual opportunity as an Aide II (**Competition #198.18**) exists in the Bay Centre for Birth Control Department reporting to the Clinical Manager.

## **Summary of Duties, but not limited to:**

- Order, receive and stock medical/surgical supplies and linens from the Central Supply Department.
- Clean and stock examination rooms, bathrooms and other rooms as required
- Sets up and prepares procedure rooms before and in between patients
- Collects, cleans and prepares vaginal speculums and procedure trays/instruments for sterilization.
- Ensures that surgical supplies are within the appropriate expiry date
- Replenish patient education material
- Replenish exam rooms with physician information (i.e. requisitions)
- Prepare patient packages
- Initiates and follows up with Bio-Medical Engineering on any equipment repair requests.
- Initiates Maintenance Requests for minor repairs in the clinic.
- Maintains general neatness of examination rooms and utility rooms.
- Works collaboratively with team members
- Communicates concerns to the resource nurse or clinical manager

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

## **Qualifications/Skills:**

- High School Diploma is required.
- 2 years' experience in a hospital setting
- Strong MS Office application skills including Word, Excel and Outlook Ability to work in a fast paced environment
- Ability to work well under pressure and use good judgment in assessing difficult situations
- Ability to produce high quality work in accordance with Hospital standards
- Comprehensive knowledge of health care, organizational/office practices, procedures and standards
- Excellent verbal and written communications skills
- Excellent organizational and time management skills that would compliment well developed interpersonal skills, including the ability to handle multiple duties
- Experience dealing with the public
- Proven punctuality and attendance record
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

# EMPLOYMENT OPPORTUNITY

**POSTING DATE: July 30, 2018**

**Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)**

**We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.**

*Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.*