

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 #31.18)** exists in the RKS Dermatology Centre reporting to the Clinical Manager. The Aide II is primarily responsible for ensuring the efficient flow of patients through each clinic. The Aide II also maintains an appropriate supply of medical/surgical supplies for the unit and is accountable for stocking the examination rooms with medical/surgical supplies and linens.

Summary of Duties, but not limited to:

Patient Reception

- Calls patients from the reception area to the assigned examination room
- Places corresponding patient charts in examination room with each patient
- Cleans the examination rooms after each visit including changing the exam bed roll and clearing items (such as biopsy trays) from the previous patient examination
- Maintains the flow of the clinic by ensuring that all exams are filled at every point during a clinic

Clinic Organization

- Orders, receives and stocks medical/surgical supplies and linens from the Central Supply Department
- Stocks examination rooms with linens and medical/surgical supplies on a daily basis
- Ensure that medication and surgical supplies are within the appropriate expiry date (on a monthly basis)
- Replenish patient education material within each exam room and in the central area physician area and reception area.
- Replenish exam rooms with physician information (i.e. requisitions) and patient education
- 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 clean utility room.
- Maintains organization and cleanliness of the clinic's refrigerators for medications.
- Fully clean once per week (wipe all counter tops and exam beds)

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:

- Must possess a Secondary School Diploma
- Must have at least 2 years of relevant experience in a clinic setting
- Must be committed to patient focused care
- Maintain positive working relationships with immediate team members and other staff and physicians
- Must be a self-directed individual with well-developed organization skills, ability to prioritize workload and function under multiple demands
- Must demonstrate initiative and decision making
- Effective written and oral communication skills, competent computer skills and interpersonal skills to work as part of a multidisciplinary team

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- Ability to meet the physical demands of the position (frequent walking, standing, reaching, stooping and bending as well as ability to lift/push up to 40 pounds)
- Positive work, punctuality and attendance record is required
- 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

POSTING DATE: Tuesday February 6, 2018

Please forward resumes via email to 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 Aboriginal 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.