

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 **Regular Part-Time** opportunity as an **Aide II (Competition #174.17)** exists in the Family Practice Health Centre, reporting to the Executive Director Family Practice Health Centre.

Summary of Duties, but not limited to:

Patient Care:

- Works with Clinic Secretaries, RN's, RPN's, Physicians and other team members to determine and respond to patient flow to maximize efficiency and patient satisfaction
- Able to anticipate and respond to Health Care team needs for procedures

Department Organization:

- Orders, receives and stocks medical supplies from MDRC and/Stores daily to maintain supply
- Ensures examination rooms are prepared for daily activities
- Supports inventory management through anticipating supplies and managing stock with the Inventory Coordinator
- Ensure medication and surgical supplies are within the appropriate expiry date (on a monthly basis)
- Prepares and replenishes hospital requisitions
- Maintains general neatness of examination rooms, soiled and clean utility room
- Maintains organization and cleanliness of carts, equipment and work stations
- Prepares and organizes specimens for pick-up
- Performs beginning and end of day functions to prepare for the day's activities
- Creates and maintains a safe environment
- Maintains excellent communication

Specific Functions and Responsibilities:

- Assists in providing for the patients' needs such as privacy and safe and clean physical environment i.e.:
 - Initiates maintenance requests for minor repairs in the clinic
 - Maintains general neatness of examination rooms, utility rooms
 - Removes soiled linen
 - Sanitizes patient equipment such as exam table, pressure cuffs etc.
 - Maintains organization and cleanliness of the clinic's refrigerators for medications
- Assists in maintaining the patient care unit as a safe and clean work environment i.e.:
 - Exchanges full sharp containers
 - Removes biomedical waste
 - Replenishes hand sanitizers
 - Cleans/disinfects isolation rooms and areas
- Disassembles, cleans, sterilizes and reassembles equipment used for patient care i.e.:
 - Such as isolators, carts, scales and pumps, collects, cleans and prepares vaginal speculums and procedure trays/instruments for sterilization i.e.:
 - Cleans and sterilizes instruments and equipment used for patient care after use
 - Orders and maintains stock and linen supplies
- Porter specimens, charts, and other medical/surgical items to and from teams and hospital



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- Picks up and delivers lab tests, specimens, medications, x-rays, charts, medical equipment, supplies and other items required for patient services
- Initiates and follows up with Bio-Medical Engineering on any equipment repair requests
- Handles confidential information appropriately
- Attends all mandatory meetings and in-service education

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:

- Secondary School Diploma required
- 2 years of relevant experience in a medical clinic setting preferred
- OR Health Care Aide, Health Care Assistant Certificate an asset
- Ability to work in a fast paced environment
- Patient focused, with excellent interpersonal and customer service skills
- Skilled at multi-tasking, prioritization and organization
- Proficient time management and problem solving skills with minimal direction
- Excellent oral and written communication skills
- Competent computer skills
- Superior in developing patient and workplace relations
- Ability to meet the physical demands of the position (frequent walking, standing, reaching, bending)
- Strong 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.

POSTING DATE: August 25, 2017

Please forward resumes via email to HR@wchospital.ca with your name and the competition number 174.17 in the subject line. (Example: Jane Smith, 1.17)

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.