

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 #122.18)** exists in the Surgical Services – Surgical Clinics reporting to the Clinical Manager .

Summary of Duties, but not limited to:

Patient Care

- Escorts patients from the reception area to the assigned examination room or procedure room
- Works with Medical Secretary and the appointment schedule to determine and respond to patient appointment flow to maximize efficiency and patient satisfaction
- Organizes patient charts for user efficiency
- Ensures that all patients in waiting area have been accounted for and assisted as required
- Prepares exam room(s) and procedure room(s) for patient encounter type
- Clean and maintain the exam rooms and procedure rooms after each visit including, changing the exam bed and clearing items from the previous patient examination as per infection control processes
- Takes instrumentation to soiled utility room after patient use and organizes for transport to MDRC
- Maintains the flow of the clinic by ensuring patients are in rooms ready to be seen by Physicians
- Provides instructions to patients on preparing for Physicians' visit/exam
- Relays patient concerns to Health Care Providers
- Obtains patient height and weight when instructed from physician
- Able to anticipate and respond to Health Care team needs for surgical procedures
- Replenishes patient education materials and requisitions within each exam room, central area, physician area and reception.

Department Organization

- Orders, receives and stocks medical/surgical supplies and linens from MDRC and/Stores daily to maintain unit supply
- Supports inventory management in the Surgical Program
- Ensure surgical supplies are within the appropriate expiry date (on a monthly basis)
- 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 porter pick-up
- Performs end of day functions to prepare for next day activities
- Assist with reminder calls for future clinic appointments when required
- Maintains excellent communication
- Functions well in a team environment
- Maintain unit inventory (anticipate, order, manage)
- Responsive to health care team needs

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.

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Qualifications/Skills:

- Secondary School Diploma required
- 2 years of relevant experience in a medical clinic setting required
- OR Health Care Aide, successful completion of a recognized Personal Support Worker program from an accredited college preferred
- Surgical clinic experience preferred
- 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 and ability to push up to 40 pounds)
- 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: May 11, 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 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.