

# 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 Full-Time opportunity as a **Health Care Assistant (2 Positions) (Competition #75.18)** exists in the Family Practice Health Centre reporting to the Executive Director, Family Practice Health Team.

The Health Care Assistant in Family Practice will work collaboratively with the interprofessional team to provide direct and indirect patient care that contributes to a positive patient experience. The Health Care Assistant works independently as well as performs tasks delegated by a regulated health care professional.

## Summary of Duties, but not limited to:

### **Patient Care:**

- Provide support to members of the Health Care team as they relate to patient care needs
- Works closely with the clinical team to ensure patient flow needs are met, including but not limited to rooming patients
- Provide clinical care that is within the scope of practice for a Personal Support Worker; duties may include blood pressure, obtaining height and weight, preparing patients for specific physician assessments.
- Supports well baby checks which can include weight and measurement of newborn
- Anticipates needs of patient appointments and prepares clinical rooms with the required resources
- May chaperone patient appointments as requested
- Under physician delegation, perform urine dips, ear syringing and other delegated tasks.
- Provide glucometer checks and quality assurance for the machines
- Required to provide a clean and safe environment for patient care/treatment including turnover of all clinical rooms following hospital infection control practices

### **Non-Patient Care:**

- Maintains organization and cleanliness of the clinic's refrigerators for medications; records vaccine fridge temperature
- Sanitizes instruments and equipment used for patient care after use.
- In collaboration with Aide, sanitizes patient equipment such as exam table, pressure cuffs etc.
- Stocks exam rooms with supplies, forms, etc.
- Identifies items that need to be ordered/initiates orders on certain items
- Ensure supplies are within appropriate expiry date
- Prepares/replenishes patient education information as needed
- Assists in maintaining a safe and clean work environment i.e. -exchanges full sharps containers
- Maintains emergency bag; ensures bag is stocked on a monthly basis and following emergency use
- Report medical equipment damage or identifies equipment requiring repair
- Ensures examination rooms are prepared for daily activities
- Prepares and replenishes hospital requisitions
- Maintains general neatness of examination rooms
- Performs beginning and end of day functions to prepare for the day's activities
- Maintains excellent communication



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- 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
- Successful completion of a recognized Personal Support Worker program from an accredited college
- Minimum of 3 years' experience in a hospital setting; experience in a Family Health Team a strong asset
- Familiar with computers and Windows operating system; experience with PSS an asset
- Ability to work in a fast paced environment
- Excellent communication skills
- Demonstrated success working in a team environment with the ability to work independently and autonomously
- Patient focused, with excellent interpersonal and customer service skills
- 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
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- 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: March 28, 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 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.*