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1.0 SUMMARY OF DUTIES

Responsible for services related to dietary, environmental services, transportation, materials management and guest relations. Performs a wide variety of environmental, patient care and data entry functions on the patient care unit. Participates in team activities and quality improvement programs.


2.0 REQUIREMENTS

- 2.1 CPR certification
- 2.2 Effective written and verbal communication skills and interpersonal skills
- 2.3 Ability to learn and perform functions
- 2.4 Ability to prioritize work independently
- 2.5 Ability to work in a team
- 2.6 One year hospital experience preferred
- 2.7 Knowledge of infection control and handling of hazardous material

3.0 IMPORTANT SELECTION CRITERIA FOR SELF DIRECTED WORK TEAMS

- 3.1 Ability to communicate effectively with patients, staff and visitors. Ability to anticipate and respond to patient needs with courtesy and efficiency.
- 3.2 Demonstrates commitment to providing quality customer service to a diverse customer group.
- 3.3 Ability to learn and perform patient care, clerical and maintenance functions.

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- 3.4 Knowledge and use of industrial cleaning solutions and equipment, and general custodial/housekeeping duties.
- 3.5 Ability to maintain equipment and inventory records.
- 3.6 Ability to effectively prioritize work independently to meet patient care objectives.
- 3.7 Ability to function effectively in self-directed work group, and to participate in work organization and scheduling; selection, training and evaluation of peers.
- 3.8 Ability to contribute to quality improvement.

4.0 MAJOR FUNCTIONS AND TASKS:

- 4.1 Performs patient room cleaning, including bathroom and change of cubicle curtains.
- 4.2 Maintains condition of occupied patient rooms, including wiping of spills, pickup of clutter, emptying trash receptacles, Performs light maintenance tasks including light bulb replacement, cleaning of equipment, testing of minor electrical equipment for patient use
- 4.3 Cleans rolling stock such as wheelchairs, gurneys, IV poles.
- 4.4 Delivers and changes patient linens, including bed linens and bath towels.
- 4.5 Performs runner functions for unit staff members and for patient errands.
- 4.6 Maintains pre-established supply levels, stocking and replenishing as needed.

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- 4.7 Updates inventory records and maintains in working order small biomedical equipment, such as IV pumps and portable suction devices, which are retained in the patient care units. Identifies the need for routine and non-routine maintenance of such equipment and sends for repair as indicated.
- 4.8 Creates a positive working and customer service environment.
- 4.9 Demonstrates responsibility and concern for the overall image and appearance of the environment.
- 4.10 Participates in work organization and scheduling; selection, training and evaluation of peers (self directed work teams); and continuous quality improvement.
- 4.11 Performs basic personal care activities such as providing and changing bed pans, bed baths, , assisting with change of clothing, back rubs.
- 4.12 Performs patient care functions such as monitoring vital signs, measuring patient intake and output, collecting stool samples, etc.
- 4.13 Able to interact with patients and families appropriate to the age and developmental level of clients within the service areas assigned.

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