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1.0 **Organisational Relationships:**

- 1.1 Reports to : Head Nurse or as assigned
- 1.2 Responsible for: N/A
- 1.3 Liaises with: All nursing staff within the Ward/Department

2.0 **Job Summary:**

Provides direct and non- direct care under supervision and direction of RN.
In addition , escort patients, performs messenger duties and assists nurse as assigned.


3.0 **Duties and Responsibilities:**

The employee will:

- 3.1 Comply with all Hospital Policies & Procedures.
- 3.2 Maintain high personal and professional standards .
- 3.3 Assist, when requires, in activities of daily living and hygiene needs.
- 3.4 Maintain confidentiality.
- 3.5 Organize supplies, stocks examination rooms and maintain supplies at adequate levels of inventory.
- 3.6 Transport ambulatory patients in wheelchairs and stretchers. Lift and position patients onto wheelchairs and stretchers with the supervision/ assistance of the nurse.
- 3.7 Perform messenger duties, including but not limited to, collecting/ delivering patient specimens, x- rays, patient records and supplies. Collect from blood bank and pharmacy.
- 3.6 Assist with reception duties. Direct patients, families and visitors

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to appropriate areas.

- 3.7 Follow established telephone etiquette. Seek Assistance where appropriate.
- 3.8 Assist with maintaining cleanliness and neatness of work environment and areas relating to patient care.
- 3.9 Clean select patient care equipment according to infection control guidelines.
- 3.10 Follow appropriate chain of command in reporting untoward incidents or concerns.
- 3.11 Pass food trays, fill and distribute water pitchers.
- 3.12 Act as chaperone in examination rooms, as necessary.
- 3.13 Assist with orientation and development of new PCAs.
- 3.14 Participate in unit-based Performance improvement activities.
- 3.15 Participate in meetings and in- services.
- 3.16 Perform other applicable tasks and duties assigned with the realm of the employee's knowledge, skills and abilities.

4.0 Education/Licensure:

- 4.1 Essential: High School graduate
- 4.2 Essential: Training in health care setting (minimum of six (6) months)

5.0 Professional Experience:

- 5.1 Essential: No experience required.
- 5.3 Desirable: Good interpersonal relationship skills.


6.0 Personal Qualities:

- 6.1 Essential: No experience required
- 6.2 Desirable: Good interpersonal relationship skills.

7.0 Likely Minimum Age: Nineteen (19) Years

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8.0 Conditions:

- 8.1 This job description will become effective on the date signed by the Director of Human Resources.
- 8.2 This job description is subject to periodic review and may be changed at any time in consultation with the employee.

Riyadh Military Hospital

Intensive Care Services

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