

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Transporter

(Job Description, Class Specification & Minimum Qualification Requirements)

All Positions

Pay Grade HE-02

Job Code 6.769

Function and Location

This position works in a hospital, clinic or long-term care facility and is primarily responsible for performing activities related to the transportation of patients to and from various departments/areas throughout the hospital. The position may be required to work on rotating shifts, including evenings, weekends and holidays.

Key Duties and Responsibilities

1. Transport patients (via wheelchair, stretcher, or as an escort in cases where the patient is ambulatory) to and from clinical, ancillary, and support department areas, as directed by the supervisor.
2. Assist nursing and other clinical personnel in transferring patients to and from beds or chairs to or from wheelchairs or stretchers/gurneys.
3. Observe and report any changes in the patient's condition to the appropriate nursing staff for proper disposition.
4. Deliver specimens, cultures, non-narcotic medications, orders and requisitions, to appropriate destinations.
5. Adhere to safety/infection control policies and procedures.
6. Report unsafe equipment.
7. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
8. Communicate and interact with patients and families in a positive and courteous manner.
9. Use the principles of growth and development to assess each patient's age-specific needs and provide age-specific treatment and care.
10. Maintain the strictest confidentiality of all facility and facility-related employee information.

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Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

Assist volunteers and other staff members in sorting and processing mail; collect and deliver mail, inter/intra-departmental correspondence, supplies and other items, as directed; deliver flowers, fruit baskets, packages, etc. to patients on nursing units; answer phones; take and deliver messages; and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties

Knowledge of the policies, procedures and work rules of the work site. Demonstrated proficiency in the application of all of the knowledge and abilities, specified below, in providing services to the clientele of the work site, independently.

Supervision Provided By

A Registered Professional Nurse, Volunteer Services Coordinator, or Ancillary Department Manager (e.g., Director of Physical Therapy, Director of Occupational Therapy, Director of Activities, etc.) or designee provides supervision to this position.

Instructions Provided: The work is performed in accordance with established policies and procedures.

Assistance Provided: The supervisor of the position will provide guidance and assistance in handling unusual situations or when clarification in handling a situation is needed.

Review of Work: The work of the position is reviewed periodically by the supervisor to ensure proper adherence to policies and procedures and the provision of safety.

Prerequisite Qualifications Required

Education: High school diploma or the equivalency is preferred.

Experience: None required.

Knowledge and Abilities: Knowledge of basic spoken and written English; personal

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hygiene; bodily care; housekeeping; and body mechanics. Ability to read, write, speak and understand simple sentences in English; follow oral and written instructions precisely; perform tasks involving heavy physical effort (e.g., lift, position, push, pull, and carry 50 lbs. or more; and walk/stand for extended periods of time); demonstrate poise and tact in dealing with a wide range of patients with different illnesses and injuries; interact patiently and respectfully with staff, patients and visitors.

Certification Required:

Basic Life Support (BLS) for Healthcare Workers must be obtained within six months of employment.

Desirable Qualifications: Patience, tact, an even temperament in meeting and dealing with others, positive attitude, self-motivated, productive work habits and a “team player”.

Health and Physical Requirements: All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without accommodation.

ADDENDUM ATTACHED

Yes No