

TITLE: Activity Worker

JOB CODE: 3000
09/2008

JOB PURPOSE

Provides social, recreational, and educational activities to promote and/or maintain the maximum level of independence and activation of children, the elderly, chronically ill and hospitalized patients.

KEY ACTIVITIES

1. Plans, organizes and participates in activities and events for patients based on their assessed needs and interests.
2. Promotes activities, programs, and prescribed exercises such as fitness, recreation/play, individual or group to patients and families.
3. Records workload measurement and activity statistics.
4. Orientates, and assigns tasks to volunteers.
5. Assesses patient interests to determine activity needs.
6. Explores and researches opportunities for patients to participate in community events; participates in special activities with patients such as shopping, drives to funerals, out for meals.
7. Stocks and keeps inventory of items needed for activities.
8. Porters patients to activities.
9. Documents observations.
10. Shows others how to perform tasks or duties as part of the departmental orientation.
11. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional program in the field of human services or social sciences of over six months and up to one year or equivalent.

TITLE: Addiction Services Attendant

JOB CODE: 3001
09/2008

JOB PURPOSE

Provides patient care services to chemically dependent clients, compulsive gamblers and their families in order to assist them to initiate and maintain recovery.

KEY ACTIVITIES

A. Assessment and Treatment Duties

1. Greets and orientates clients to the functioning of the service.
2. Checks and completes personal effects lists and enters client information in chart.
3. Participates within a multidisciplinary team to assess client needs, to develop treatment plans and to initiate appropriate interventions.
4. Meets clients and assists them in person or by phone to explore factors contributing to addiction and alternatives to the use of chemicals/gambling.
5. Assists clients in goal setting and with the development of a personal recovery plan.
6. Promotes client education through facilitation of group meetings and discussions.

B. Patient Care Duties

7. Ensures a clean and safe environment for clients by performing duties such as emptying laundry bags and garbage, washing dishes, cleaning and disinfecting beds.
8. Takes and records vital signs.
9. Collects specimens for testing such as urine, stool, emesis.
10. Assists with personal hygiene, ambulation, and other activities of daily living.
11. Participates in and documents admission and discharge process.
12. Observes and records physical and behavioral changes in clients.

C. Other Duties

13. Orders, stores and maintains inventory.
14. Shows others how to perform tasks or duties as part of the departmental orientation.
15. Maintains a clean and safe work area.



JOB SPECIFICATION



JOB CODE: 3001

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus additional health care or human services program/course of over six months and up to one year or equivalent.

TITLE: Audiology/Speech Therapy Assistant

JOB CODE: 3003
09/2008

JOB PURPOSE

Participates with the Audiologist/Speech Language Pathologist in the administration of tests for the purpose of evaluation and diagnosis; implements the rehabilitative plan.

KEY ACTIVITIES

A. Testing Duties

1. Assists Audiologists and Speech Language Pathologists with testing such as video-fluoroscopy, play audiometry, visual/information audiometry, tympanometry
2. Performs universal hearing screening test on newborns and on preschool age children.

B. Therapeutic Duties

3. Observes, documents and reports progress of treatment plan.
4. Holds group sessions on language stimulation and early writing and reading.
5. Facilitates parent/child activities and participates in educational and group sessions.
6. Checks hearing aids and ear molds on children.

C. General Office Duties

7. Files, keyboards, answers messages and schedules clients.
8. Compiles statistics on activities.
9. Coordinates scheduling of meeting rooms.

D. Other Duties

10. Controls, orders and stores material, supplies and equipment.
11. Calibrates and checks equipment and instruments.
12. Researches, prepares and distributes educational material such as bulletins, handouts, information sheets and participates in promotion of service kiosks.



JOB SPECIFICATION



JOB CODE: 3003

13. Shows others how to perform tasks or duties as part of the departmental orientation.
14. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional rehabilitation program/course of over one year and up to two years or equivalent.

TITLE: Cardiology Technician (Non-registered) **JOB CODE:** 3004
09/2008

JOB PURPOSE

Performs electrocardiograms (ECG's), basic duties related to ambulatory monitoring and other duties approved for Associate members under the *Act Respecting the New Brunswick Society of Cardiology Technologists*.

KEY ACTIVITIES

1. Performs electrocardiograms.
2. Applies and removes sensors for ambulatory monitors.
3. Cleans, troubleshoots, inspects, and maintains proper function of equipment.
4. Compares current to previous electrocardiogram tracings; recognizes changes and reports to physician.
5. Provides explanations to patients or family and clarifies procedural requirements for various tests.
6. Prepares tracings and reports for interpretation by the physician.
7. Orders, stores and maintains inventory.
8. Performs data entry and processes requisitions.
9. Shows others how to perform tasks or duties as part of the departmental orientation.
10. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent; and eligible for enrollment in a recognized cardiology technology program. Must be a member in good standing with the New Brunswick Society of Cardiology Technologists.

TITLE: Hairstylist

JOB CODE: 3010
 09/2008

JOB PURPOSE

Provides hair styling services to special needs patients.

KEY ACTIVITIES

1. Performs haircuts and styling, shampoos, permanents and colorings, nail care, care of scalp.
2. Promotes and teaches hygienic care for the patients.
3. Participates in the development of the therapeutic treatment plan.
4. Maintains the equipment and premises in functional, sanitary condition.
5. Orders, stores and maintains inventory.
6. Schedules appointments with patients.
7. Shows others how to perform tasks or duties as part of the departmental orientation.
8. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional hairstylist program/course of over six months and up to one year or equivalent.

TITLE: Psychiatric Attendant

JOB CODE: 3012
09/2008

JOB PURPOSE

Provides care and training to meet the needs of mental health patients within a health care facility.

KEY ACTIVITIES

1. Participates in the assessment, development and implementation of the patient care plan.
2. Observes and records physical, behavioural and psychological changes in patients.
3. Accompanies and supervises patients on group or individual therapeutic activities, appointments, and recreational outings.
4. Responds and participates to all emergency codes and assists in maintaining a safe environment, which may include applying restraints to patients.
5. Takes and records vital signs.
6. Prepares and serves meal trays and snacks to patients.
7. Provides assistance with activities of daily living and encourages independence of patients to attend to personal needs.
8. Participates in carrying out medical treatments such as applying and changing certain types of dressings and creams, providing ostomy care.
9. Makes beds, keeps work area and patients' room clean and tidy.
10. Administers prepared medications during outings and records.
11. Puts away patients' clothing and may assist in shopping for personal items.
12. Collects clothing to be mended or marked and forwards to clothing room.
13. Shows others how to perform tasks or duties as part of the departmental orientation.
14. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional human services program/course of over six months and up to one year or equivalent.

JOB SPECIFICATION

TITLE: Human Services Counselor

JOB CODE: 3013

Revised 11/2017

JOB PURPOSE

Assesses, supports and assists mental health clients within the community by facilitating and maintaining clients' independence within the community through the implementation of therapeutic and rehabilitative programs.

KEY ACTIVITIES

1. Participates in the assessment, development and implementation of the client support services plan.
2. Observes, documents and reports, physical, behavioral and psychological changes in clients.
3. Reviews, evaluates and modifies individual service plans as part of the multidisciplinary team.
4. Intervenes in crisis situations and provides emotional support to clients.
5. Assists clients with activities of daily living by teaching and counseling on lifestyle skills such as parenting, financial planning.
6. Transports and accompanies clients to activities and performs errands for clients.
7. Organizes and implements individual and group therapeutic programs such as bowling, bingo, wellness, relaxation, self-esteem.
8. Assists clients to access services of various government and community agencies.
9. Shows others how to perform tasks or duties as part of the departmental orientation.
10. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional human services program/course of over six months and up to one year or equivalent. Must possess a valid license in accordance with the requirements of the New Brunswick *Motor Vehicle Act*.

TITLE: Morgue Attendant

JOB CODE: 3015
09/2008

JOB PURPOSE

Participates in the performance of autopsies; prepares laboratory specimens for analytical processing.

KEY ACTIVITIES

A. Morgue Duties

1. Ensures documentation is complete and keeps record of personal effects.
2. Coordinates time of autopsy with pathologist and/or coroner/police.
3. Sets up the autopsy suite with equipment and instruments.
4. Lifts, positions and moves body.
5. Prepares body for autopsy by weighing and opening body; dissects and removes organs under direction of a pathologist.
6. Collects blood and urine samples.
7. Dissects specimens under direction of a pathologist.
8. Prepares and labels slides and specimens; enters data into computer; delivers to appropriate department for analysis; maintains tissue inventory.
9. Prepares body for release to authorized personnel by packing and suturing the body; ensures documentation is complete for release of body; prepares and forwards personal effects to next of kin.
10. Cleans and disinfects autopsy room, instruments, and storage trays.
11. Disposes of bio-hazardous material and expired products; recycles reusable solutions.

B. Pre-analytical Processing Duties

12. Receives, sorts, matches and labels laboratory specimens; distributes to appropriate employees and/or sector.
13. Centrifuges, aliquots, and distributes to appropriate staff bench and/or stores samples.
14. Prepares, stains and files slides.
15. Prepares culture media.
16. Plants specimens onto appropriate media.

17. Prepares and labels tissue slides and cassettes.
18. Mixes solutions such as acid, alcohol agents; prepares reagents.

C. Other Duties

19. Verifies patient information such as age, medication, diagnosis, specimen type and inputs to laboratory module.
20. Answers inquiries; provides instruction related to laboratory tests.
21. Distributes, faxes and files various types of test requisitions and results.
22. Prepares specimens for transport; stores in appropriate area.
23. Records all dispatched and received specimens.
24. Cleans and disinfects cabinets and work surfaces.
25. Sterilizes instruments, media, water filters and laboratory waste.
26. Orders, stores and maintains inventory.
27. Shows others how to perform tasks or duties as part of the departmental orientation.
28. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus successful completion of a recognized approved training course or any equivalent training. Experience in morgue procedures is desirable.

TITLE: Diagnostic Imaging Assistant

JOB CODE: 3022
09/2008

JOB PURPOSE

Performs semi-technical diagnostic imaging duties.

KEY ACTIVITIES

A. Diagnostic Imaging Duties

1. Collects, washes and scans cassettes.
2. Prepares solution for developing equipment.
3. Develops film or uploads images to digitized imaging system.
4. Sorts, distributes and files film or digitized images.
5. Purges films and images from inventory as per retention schedules.
6. Transfers images and films to other hospitals.
7. Assists radiologists and technologists during procedures and helps with heavy, agitated or challenged patients.
8. Retrieves and prepares film for interpretation by radiologists.

B. Other Duties

9. Cleans equipment and removes soiled linen.
10. Schedules and books procedures.
11. Porters and transfers patients; transports medication, films and supplies.
12. Orders, stores and maintains inventory.
13. Records patient information.
14. Prepares work order requisitions.
15. Shows others how to perform tasks or duties as part of the departmental orientation.
16. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Patient Care Attendant 1

JOB CODE: 3023
09/2008

JOB PURPOSE

Assists patients with activities of daily living.

KEY ACTIVITIES

A. Patient Care Duties

1. Assists with activities of daily living such as feeding, bathing, dressing.
2. Porters to dining room, appointments, activities and transfers between rooms.
3. Sits with confused and/or aggressive patients.
4. Answers call bells.
5. Assists with mobilization, positioning and transfers to bed, chair, toilet.
6. Assists with exercise routine.
7. Reports changes in condition; records weight and blood pressure; collects stool and urine samples.
8. Empties urinary catheter and colostomy bags.

B. Other Duties

9. Delivers, sets-up and collects meal trays and snacks.
10. Restocks linen and supplies in patient rooms.
11. Makes beds and keeps rooms tidy.
12. Cleans and disinfects equipment and instruments.
13. Transports specimens, medication and biomedical waste.
14. Shows others how to perform tasks or duties as part of the departmental orientation.
15. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional patient care program/course of up to six months or equivalent.

TITLE: Porter

JOB CODE: 3024
09/2008

JOB PURPOSE

Porters patients and transports specimens and supplies.

KEY ACTIVITIES

1. Porters patients.
2. Transfers, lifts and assists with positioning patients.
3. Retrieves, delivers, and returns items such as paperwork, x-ray files, charts, blood products, lab specimens, pharmaceuticals.
4. Participates in code response as assigned.
5. Orders and restocks supplies and linen.
6. Disinfects equipment such as wheelchairs and stretchers; empties soiled linen where required.
7. Shows others how to perform tasks or duties as part of the departmental orientation.
8. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Patient Care Attendant 2

JOB CODE: 3025
09/2008

JOB PURPOSE

Participates in the delivery of patient care; positions, lifts and transfers patients.

KEY ACTIVITIES

A. Patient Care Duties

1. Positions, lifts and transfers patients from chair to bed.
2. Assists patients with walking and range of motion exercises.
3. Assists other health care providers with procedures such as shock therapy, cast removal.
4. Performs bladder scans; inserts and removes urinary catheters.
5. Reports changes in patient's condition.
6. Responds to codes.
7. Performs cardiac massage.
8. Installs restraints, splints and trapezes.
9. Measures and records patient's abdominal girth, weight, intake and output.
10. Performs pre-operative care duties such as shaves, disinfects skin.
11. Assists patients with activities of daily living such as bathing, feeding.
12. Escorts/porters patients to other departments, appointments, dining room and outdoors.
13. Answers call bells.
14. Verifies and changes oxygen tanks.

B. Other Duties

15. Changes bed and stretcher linen.
16. Sets up equipment and supplies for anesthesia, surgery and other procedures.
17. Passes meal trays and snacks.
18. Transports specimens and supplies.
19. Orders, stores and maintains inventory.



JOB SPECIFICATION



JOB CODE: 3025

20. Shows others how to perform tasks or duties as part of the departmental orientation.
21. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional patient care program/course of up to six months or equivalent.

JOB SPECIFICATION

TITLE: Occupational / Physiotherapy Assistant

JOB CODE: 3029

Revised 05/2013

JOB PURPOSE

Participates in treatment programs to restore, maintain and /or enhance the level of functional independence of patients.

KEY ACTIVITIES

A. Therapeutic Duties:

1. Implement rehabilitation programs/interventions as developed by the Occupational Therapist and/or Physiotherapist
2. Assists patients with ambulation, treatment and exercise programs such as range of motion, cognitive perception, and sensory stimulation.
3. Prepares removes and / or applies various treatments to patients such as hot and cold packs, TENS, ultrasound, continuous passive motion machine; monitors patients' response to treatment.
4. Assists patients with mobility such as walking, transferring, care/use of mobility aids.
5. Teaches patients and their family how to use equipment.
6. Makes adjustments to equipment such as canes, walkers, crutches, wheelchairs; adapts clothing to meet patient needs.
7. Lifts, transfers and positions patients.
8. Motivates and assists patients with activities of daily living.
9. Reports and documents observations and changes in patient condition.
10. Participates in the fabrications of technical aids such as splints, orthosis, adaptive clothing.

JOB SPECIFICATION

JOB CODE: 3029

B. Other Duties

11. Performs general office duties such as scheduling appointments, photocopying, faxing, filing, keyboarding.
12. Compiles workload statistics.
13. Porters/escorts patients to and from treatment areas, prepare procedure area and patient for treatment.
14. Cleans procedure area and equipment after treatments.
15. Orders, stores and maintains inventory.
16. Shows others how to perform tasks or duties as part of the departmental orientation.
17. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional rehabilitation program/course of over one year and up to two years or equivalent.

TITLE: Orthopedic Technologist

JOB CODE: 3035
09/2008

JOB PURPOSE

Provides care to patients with orthopedic conditions.

KEY ACTIVITIES

A. Orthopedic Duties

1. Applies, adjusts, and removes immobilization devices such as casts, halos, external fixation devices, splints, braces.
2. Applies, removes and maintains traction apparatus.
3. Measures and fits patients for orthopedic devices and ambulatory aids.
4. Instructs patient and family members on proper cast, slab, brace, and skin care; reinforces the teaching of medical information given by the physician.
5. Fabricates and applies splints, slings and bandages such as finger, knee and humeral splints, pressure dressings.
6. Takes and records weight and vital signs.
7. Documents patient information and physicians' verbal and telephone orders.
8. Applies and changes dressings; debrides and cleans wounds.
9. Removes staples, sutures and external fixation pins.
10. Assists physician with procedures such as pin insertion and reductions.
11. Instructs cast application techniques to health care providers.

B. Other Duties

12. Performs uroflows, bladder scans and instillations.
13. Inserts and removes urinary catheter and instructs on care.
14. Prepares and labels specimens.
15. Completes requisitions for tests such as x-ray or lab work.
16. Orders, stores and maintains inventory of medication and supplies.
17. Participates in workload measurement documentation.
18. Porters, transfers, positions and lifts patients.



JOB SPECIFICATION



JOB CODE: 3035

19. Shows others how to perform tasks or duties as part of the departmental orientation.
20. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must have certification as a registered Orthopedic Technician.

TITLE: Vocational Workshop Attendant

JOB CODE: 3036
09/2008

JOB PURPOSE

Instructs, organizes and plans woodworking projects for patients with mental illness.

KEY ACTIVITIES

A. Vocational Instruction Duties

1. Assesses patients for program suitability.
2. Instructs patients in:
 - techniques such as sanding, painting, varnishing, staining,
 - the proper use of workshop equipment such as table saw, drill press.
3. Observes and documents patients' progress; reports to the manager if required.
4. Supervises patients in workshop or in grounds keeping duties.
5. Prepares patient time cards; records vacation and sick leave from the program.
6. Assists with sales of woodworking projects.
7. Prepares supplies for projects.
8. Ensures that patients follow safety regulations.
9. Maintains and updates inventory of woodworking patterns.
10. Promotes interaction with others.

B. Other Duties

11. Maintains operational statistics such as projects completed and sold.
12. Orders and restocks supplies and maintains tool inventory.
13. Maintains tools and sends for repair if required
14. Assists and supervises patients in maintaining a clean work area.
15. Repairs and adjusts wheelchairs.
16. Shows others how to perform tasks or duties as part of the departmental orientation.
17. Maintains a clean and safe work area.



JOB SPECIFICATION



JOB CODE: 3036

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional human services program/course of over six months and up to one year or equivalent. One year of previous related experience is also required.

TITLE: Work Rehabilitation Placement Facilitator **JOB CODE:** 3037
09/2008

JOB PURPOSE

Develops, implements and evaluates the work rehabilitation program; manages and coordinates the resources.

KEY ACTIVITIES

A. Program Coordination Duties

1. Researches and develops employment opportunities in the community.
2. Meets with clients to assess their skills, knowledge and abilities.
3. Matches clients to work opportunities, identifying any suitability gaps.
4. Identifies and prepares the objectives specific to each client; provides assistance necessary to obtain and maintain a job such as
 - arranging for training
 - preparing resume
 - compiling references
5. Coordinates the program resources such as budget and employees.
6. Ensures communication is maintained between clients, community resources, case managers and employers.
7. Elaborates and/or modifies documents required such as evaluation forms, promotional pamphlets, satisfaction questionnaires.
8. Manages crises and resolves problems related to the program.
9. Promotes the program by distributing pamphlets to employers and in the Mental Health Centre.
10. Compiles operational statistics.
11. Evaluates program and makes the necessary modifications.
12. Prepares client timesheets.

B. Other Duties

13. Participates in performance appraisals of Human Service Counselors in relation to the program.
14. Coordinates employees replacement in relation to the program.

JOB CODE: 3037

15. Shows others how to perform tasks or duties as part of the departmental orientation.
16. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional human services program/course of over six months and up to one year or equivalent. Three years of previous experience is required in order to develop, implement and evaluate the program.

JOB SPECIFICATION

TITLE: Medical Laboratory Assistant/Phlebotomist **JOB CODE:** 3041
Revised 05/2013

JOB PURPOSE

Prepares laboratory specimens for analytical processing and/or performs venous and capillary blood procurement.

KEY ACTIVITIES

A. Laboratory Duties

1. Receives, sorts, matches and labels laboratory specimens; distributes to appropriate employees and/or sector.
2. Centrifuges, aliquots, and distributes to appropriate staff bench and/or stores samples.
3. Prepares, stains and files slides.
4. Prepares culture media.
5. Plants specimens onto appropriate media.
6. Embeds tissue and assists with grossing.
7. Prepares and labels tissue slides and cassettes.
8. Mixes solutions such as acid, alcohol agents; prepares reagents.
9. Verifies patient information such as age, medication, diagnosis, specimen type and inputs to laboratory module.
10. Answers employees and patient inquiries and provides instruction related to laboratory tests.
11. Distributes, faxes and files various types of test requisitions and results.
12. Prepares specimens for transport as per transportation of dangerous goods guidelines; stores in appropriate area.
13. Records all dispatched and received specimens.
14. Cleans and disinfects cabinets and work surfaces.
15. Sterilizes instruments, media, water filters and laboratory waste.
16. Orders, stores and maintains inventory.

JOB SPECIFICATION

JOB CODE: 3041

B. Phlebotomy Duties

17. Ensures patient identification matches with order sheet.
18. Enters requisition data; prints bar code labels and labels specimens.
19. Draws venous and capillary blood for analysis.
20. Observes patient during procedure for adverse reactions.
21. Records procedures and tests; compiles statistics.
22. Collects specimens such as urea breath tests, sweat chloride as required.
23. Transports specimens to laboratory.

C. Other Duties

24. Shows others how to perform tasks or duties as part of the departmental orientation.
25. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus a Medical Laboratory Assistant program/course of over six months and up to one year or equivalent.

TITLE: Orderly (PIO)

JOB CODE: 3043
09/2008

JOB PURPOSE

Provides patient care.

KEY ACTIVITIES

A. Patient Care Duties

1. Assists in the development and revision of the nursing care plan.
2. Observes and documents changes in patient condition and reports to the registered nurse.
3. Participates in the admission and discharge process.
4. Takes and records vital signs and glucometer readings.
5. Performs bladder scans; inserts, removes and irrigates urinary catheters.
6. Sets-up and connects continuous bladder irrigation.
7. Empties and measures liquids from drainage bags.
8. Administers suppositories and enemas and performs disimpaction.
9. Changes dressings; applies compresses and hot / cold packs.
10. Assists health care providers with procedures such as complex dressings, insertion of supra pubic catheter, reductions of fractures and dislocations.
11. Applies and removes casts, prostheses, braces and splints.
12. Assists with exercises such as range of motion, flexion, deep breathing and coughing.
13. Applies continuous passive motion machines.
14. Applies back traction and sets-up trapeze.
15. Performs pre-operative procedures such as skin preparation; reinforces pre- and post-surgical teaching.
16. Responds to codes.
17. Performs basic cardiac life savings techniques such as cardio pulmonary compression.
18. Lifts, transfers and positions patients.
19. Assists with activities of daily living such as bathing dressing, feeding, walking.

JOB CODE: 3043

- 20. Collects specimens such as urine, stool, sputum.
- 21. Answers call bells.

B. Other Duties

- 22. Orders, stores and maintains inventory.
- 23. Porters patients to appointments.
- 24. Transports and sets-up oxygen tanks.
- 25. Shows others how to perform tasks or duties as part of the departmental orientation.
- 26. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional approved formal training course for nursing orderlies.

TITLE: Respiratory Therapy Assistant

JOB CODE: 3046
09/2008

JOB PURPOSE

Prepares and changes respiratory therapy equipment; maintains equipment and supply inventory levels within the department.

KEY ACTIVITIES

A. Respiratory Therapy Equipment Duties

1. Maintains respiratory therapy equipment by inspecting, assembling, testing and troubleshooting equipment for proper functioning prior to use.
2. Identifies equipment needing repairs; performs basic maintenance or sends for further repairs as required.
3. Prepares equipment for use and replaces patient's respiratory therapy equipment as required and according to policies; tracks and records equipment usage and changes.

B. Inventory Maintenance Duties

4. Orders, receives, stocks and maintains supplies and equipment levels within the department; tracks orders and ensures necessary follow-up.
5. Keeps records of equipment including vendors, purchase numbers and costs.

C. Other Duties

6. Performs general office duties and provides telephone support for department by directing calls and responding to general inquiries.
7. Enters statistics and prepares reports.
8. Shows others how to perform tasks or duties as part of the departmental orientation.
9. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

JOB SPECIFICATION

TITLE: Emergency Medical Dispatcher

JOB CODE: 3047

Revised 11/2017

JOB PURPOSE

Processes incoming requests for ambulance services; coordinates and dispatches ambulances.

KEY ACTIVITIES

A. Call Taker Duties

1. Answers and prioritizes incoming 911 calls and answer calls for Inter-Facility hospital transfer request.
2. Gathers necessary information and provides dispatch life support and pre-arrival instructions to caller in situations such as cardiac arrest, drowning, childbirth, c-spine immobilization, electrocutions etc.
3. Condenses and forwards vital information to responding units, and other agencies as required.
4. Documents pertinent information including patient assessments in the Computer Aided Dispatch System (CAD).

B. Dispatch Duties

5. Dispatches ambulance(s) according to the System Status Plan and ensures other Mutual Aid services are responding as required.
6. Condenses and forwards vital information to responding units, and other agencies as required.
7. Coordinates and prioritizes inter-hospital ambulance transfers.
8. Tracks and records ambulance movement.

C. Other Duties

9. Answers calls from ambulance personnel and general public.
10. Documents departmental data/statistics such as response time, number of calls.
11. Shows others how to perform tasks or duties as part of the departmental orientation.
12. Maintains a clean and safe work area.

JOB SPECIFICATION

JOB CODE: 3047

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus additional courses of up to six months or equivalent such as keyboarding and software packages. One year of previous experience processing multiple telephone inquiries and keyboarding is also required. Must have Emergency Medical Dispatcher certification with the International Academies of Emergency Dispatch, certified in CPR 3 and First Aid.

JOB SPECIFICATION

TITLE: Forensic Attendant

JOB CODE: 3048
NEW 05/2013

JOB PURPOSE

Performs security duties and assists nursing staff in the basic physical and psychiatric care of forensic psychiatry patients.

KEY ACTIVITIES

1. Supervises, monitors and oversees the movements and activities of forensic psychiatry patients, both within the outside the unit/facility.
2. Observe, assess and document patients' condition (physical, behavioral and psychological) and activities.
3. Perform security checks and searches of the unit(s)/patients/visitors to ensure the safety and security of patients, visitors and staff.
4. Escort and transfer patients within and outside the facility using necessary precautions.
5. Assist nursing staff in performance of duties as required.
6. Monitor the activities of visitors.
7. Operate and monitor surveillance equipment.
8. Remove unauthorized persons or those who pose a threat to security from the premises as required.
9. Respond to fire and intrusion alarms, codes and other emergencies, ensuring that safety and emergency procedures are followed.
10. Show others how to perform tasks or duties as part of the departmental orientation.
11. Maintain a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional Correctional Techniques Program of over one year and up to two years or equivalent.

TITLE: Central Portering Supervisor

JOB CODE: 3049
Previously coded 2078

JOB PURPOSE

Coordinates and supervises employees engaged in portering patients and transporting supplies throughout the facility; administers porter system and bed tracking system.

KEY ACTIVITIES

1. Assigns and coordinates portering services; supervises the work of employees; interprets and communicates work procedures and policies to employees.
2. Prepares work schedules; adjusts for workload; arranges for replacement of employee absences such as vacation, sick, holidays.
3. Monitors and maintains records of employees' work hours, overtime/compensatory time, sick leave, vacation, performance, and related information; authorizes time worked and recommends approval/refusal of leave requests; prepares and submits payroll data.
4. Participates in performance appraisals.
5. Assesses, coordinates and resolves problems related to staffing workload.
6. Reviews and updates work methods and assignments for employees.
7. Communicates with other departments, facilities, customers and management to ensure customer satisfaction, resolve problems and expedite work.
8. Supervises and updates computer programs related to portering.
9. Orders and distributes uniforms.
10. Ensures proper maintenance of portering equipment.
11. Provides computerized portering system program training to employees and users.
12. Shows others how to perform tasks or duties as part of the departmental orientation.
13. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent. Three years previous experience is also required.

JOB SPECIFICATION

TITLE: Critical Care Transport Coordinator

JOB CODE: 3050
Revised 11/2017

JOB PURPOSE

Coordinates the transportation of critical care patients within and outside of New Brunswick by ground or by air ambulance; provides support to paramedics in the application of Field Trauma Triage Guidelines and Telestroke; provides communication links for the Trauma Control Physician.

KEY ACTIVITIES

A. NB Trauma Program;

1. Answer incoming calls from paramedics in trauma situations and assists in ensuring timely transport of the patients to an appropriate facility.
2. Coordinate and prioritizes inter-hospital trauma transfers of critical care patients to the most appropriate destination based on their injuries in consultation with the Trauma Control Physician.
3. Coordinate and track all specialty services available from Vitalité and Horizon.
4. Act as an additional resource for paramedics when dealing with trauma patients and guides them through the Field Trauma Triage Guidelines.
5. Provides communication link between the paramedics and the Trauma Control Physician
6. Connect the Trauma Control Physician to other facility Physicians
7. Track and record ambulance movement

B. Air Ambulance Program

8. Coordinate and prioritizes inter-hospital critical care transfer request and determine if a patient meets the criteria to be moved via Air Ambulance
9. Acts as a liaison between Air Medical Crew and the Medical Control Physician
10. Track and record all Air Ambulance flights
11. Coordinate ground transportation with dispatchers for the Air Medical Crews
12. Collects and disseminates weather information
13. Coordinates all patient movement to or from Grand Manan Island.
14. Coordinate request with Emergency Health Services Nova Scotia when appropriate

JOB SPECIFICATION

JOB CODE: 3050

C. Telestroke Program

15. Answers incoming calls from paramedics on scene with possible stroke patient and assists in ensuring timely transport of the patients to an appropriate facility.
16. Update facilities as per policy.

D. Other Duties

17. Collects data and statistics and recordings as required.
18. Contacts Medical First Responders for request for service and updates them.
19. Shows others how to perform tasks or duties as part of the departmental orientation.
20. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional Primary Care Paramedic program of over six months and up to one year or equivalent such as EMT, EMD or other health related program. Must have Emergency Medical Dispatcher certification with the International Academies of Emergency Dispatch and current and valid CPR level C certification.

JOB SPECIFICATION

TITLE: Rehabilitation Assistant

JOB CODE: 3052

Revised 11/2017

JOB PURPOSE

Participates with members of the interprofessional team to provide care to clients whose primary focus of care is rehabilitation in order to restore, maintain and /or enhance the clients/patients level of functional independence.

KEY ACTIVITIES

A. Direct Patient Care Duties

1. Implements treatment/care plans or programs with individual clients or in group sessions, as developed by the assigned members of the interprofessional team.
2. Assists the assigned member of the interprofessional team in conducting screenings, following specific screening protocols.
3. Interacts with clients on different therapy goals as outlined in the care plan, while adapting activities and materials to the patient's age, developmental abilities and/or limitations.
4. Assists clients in functional activities as part of the recovery process.
5. Monitors, recognizes and reports changes in client's status and response to interventions.
6. Prepares and organizes materials, equipment and documents for therapy sessions.
7. Documents client progress as per established standards and reports progress to assigned members of the interprofessional team.
8. Provide education and support to clients, care providers and the community, as directed by members of the interprofessional team.

B. Other Duties

9. Performs minor adjustments to equipment, and maintains an inventory of supplies and equipment.
10. Cleans and disinfects materials and equipment as specified by the infection control protocols.
11. Fabricates assistive and/or rehabilitative devices following already made patterns.
12. Supports the members of the interprofessional team in organizing and preparing presentations.
13. Maintains, prepares, develops and organizes materials for handouts and packages.
14. Shows others how to perform tasks or duties as part of the departmental orientation.
15. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent, plus an additional Rehabilitation techniques program/course of over one year and up to two years.

JOB SPECIFICATION

TITLE: Emergency Medical Dispatcher Coordinator

JOB CODE: 3054

New 09/2016

JOB PURPOSE

Coordinate the daily activities of the communication center and supervises Emergency Medical Dispatcher; Processes incoming requests for ambulance services; coordinates and dispatches ambulances.

KEY ACTIVITIES

A. Supervisory Duties

1. Prepares employee work schedules; adjust for workload; arranges for replacements of employees absences such as vacation, sick, holidays.
2. Participates in the performance appraisal and interview process.
3. Provides assistance and guidance to ensure policies and procedures are adhered to and maintained.
4. Tracks and enters relevant events that occur during the shift on the Daily Shift Report

B. Call Taker Duties

5. Answers and prioritizes incoming 911 calls and answer calls for Inter-Facility hospital transfer request.
6. Gathers necessary information and provides dispatch life support and pre-arrival instructions to caller in situations such as cardiac arrest, drowning, childbirth, c-spine immobilization, electrocutions etc.
7. Condenses and forwards vital information to responding units, and other agencies as required.
8. Documents pertinent information including patient assessments in the Computer Aided Dispatch System (CAD).

JOB SPECIFICATION

JOB CODE: 3054

C. Dispatch Duties

9. Dispatches ambulance(s) according to the System Status Plan and ensures other Mutual Aids are responding as required.
10. Condenses and forwards vital information to responding units, and other agencies as required.
11. Coordinates and prioritizes inter-hospital ambulance transfers.
12. Tracks and records ambulance movement.

D. Other Duties

13. Answers calls from ambulance personnel and general public.
14. Documents departmental data/statistics such as response time, number of calls.
15. Shows others how to perform tasks or duties as part of the departmental orientation.
16. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus additional courses of up to six months or equivalent such as keyboarding and software packages. One year experience as an Emergency Medical Dispatcher. Must have Emergency Medical Dispatcher certification with the International Academies of Emergency Dispatch, certified in CPR 3 and First Aid.