



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> HOSPITAL ATTENDANT II	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL CAMPUS	<b>3. DEPARTMENT</b> ADMINISTRATION
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Hospital Attendant II will report to the Manager – Hospital Administration/Clinical Services Coordinator or designate.		<b>5. NATURE &amp; SCOPE</b> The Hospital Attendant II is responsible for performing a variety of functions in the hospital relating to the non-professional care of patients and supervises a small group of employees engaged in similar duties. Work involves giving directions to subordinates and monitoring their work activities.
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Hospital Attendant II:		
<ul style="list-style-type: none"> <li>□ Ensures staff under their purview adheres to the established procedures in the safe transport of patients.</li> <li>□ Manages the day-to-day operations of the department inclusive of preparation of rosters, time sheets, supervises and monitors absenteeism and regularity and initiates the appropriate action.</li> <li>□ Orients and trains new staff to ensure their compliance with existing policies, protocols and practices.</li> <li>□ Prepares duty rosters and time sheets for subordinates and keep records of their daily attendance.</li> <li>□ Maintains open and effective communication with all internal (Manager-Hospital Administration, Assistant-Manager Hospital Administration, Human Resource Officer, Nursing Staff, Transport Department, Radiology Department, Doctors, Clerical Staff, Auxiliary Staff) and external stakeholders.</li> <li>□ Conducts rounds in the institution, reviews work of subordinate staff and provides instructions where necessary.</li> <li>□ Collaborates with the relevant departments and facilitates training for staff under their purview to maintain Infection Prevention and Control and safety guidelines.</li> <li>□ Collaborates with the Materials Department in the monitoring and maintenance of medical gas cylinders at the institution.</li> <li>□ Conducts general weekly inspection of all equipment assigned to the department including trolleys, wheel chairs, oxygen tanks etc.</li> <li>□ Monitors and reports faulty equipment to the relevant department.</li> <li>□ Investigates and reports on complaints pertaining to subordinate staff.</li> <li>□ Assists in the portering of patients in wheelchairs and trolleys as necessary.</li> <li>□ Performs any other related work as may be required by the approved Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b>		
<ul style="list-style-type: none"> <li>□ Knowledge of First Aid.</li> <li>□ Knowledge of applicable hospital rules and regulations.</li> <li>□ Knowledge of general requirements of buildings and grounds maintenance.</li> <li>□ Ability to lift, handle physically and mentally ill patients.</li> <li>□ Ability to supervise subordinates engaged in performing a variety of routine manual functions.</li> <li>□ Ability to prepare simple reports and keep simple records.</li> <li>□ Ability to understand and follow simple oral and written instructions.</li> <li>□ Ability to establish and maintain effective working relationships with other employees and the public.</li> </ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>□ Five (5) CXC/GCE O'Levels inclusive of Mathematics and English A.</li> <li>□ Certificate in Supervisory Management.</li> <li>□ Computer Literate in Microsoft Office Suite.</li> <li>□ Experience in Infection Control Standards and procedures in a clinical setting.</li> <li>□ Minimum five (5) years' experience in the non-professional care of patients.</li> <li>□ Recent Fitness certificate</li> <li>□ CPR/First Aid Training would be an asset.</li> <li>□ Pre-hospital Trauma course would be an asset.</li> </ul>		

- Any equivalent combination of experience and training.

#### **9. SUPERVISORY RESPONSIBILITIES**

- Hospital Attendant I
- Orderly
- Mortuary Attendant
- Clerk I
- On the Job Trainee

#### **10. COMMUNICATION AND WORKING RELATIONSHIP**

##### ***Internal:***

- Assistant-Manager Hospital Administration
- Manager-Hospital Administration
- Plant Engineer II
- Medical and Nursing personnel
- Transport Department
- All Heads of Department

##### ***External:***

- Patients
- Public
- Other Regional Health Authorities