

Provincial Job Description

TITLE: (235) Unit Assistant

PAY BAND:

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FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides support to a unit/department by performing reception, clerical, portering and cleaning duties.

QUALIFICATIONS:

Medical Office Administration diploma*

KNOWLEDGE, SKILLS & ABILITIES:

- **♦** Intermediate keyboarding skills
- **♦** Intermediate computer skills
- **♦** Interpersonal skills
- **♦** Organizational skills
- **♦** Communication skills
- **♦** Ability to work independently

EXPERIENCE:

♦ <u>Previous:</u> No previous experience.

KEY ACTIVITIES:

A. Reception / Telephone

- ♦ Greets clients/patients/public to department/unit.
- **♦** Provides telephone support (e.g., takes messages, pages staff, directs calls, provides information).
- ♦ Books appointments (e.g., emergency surgery, laboratory tests, external appointments).
- **♦** Provides travel coordination for patients (e.g., appointments, transfers).
- **♦** Arranges transfers to other units/facilities.
- **♦** Obtains information/reports.
- ♦ Assists with allocation of beds, examination rooms and patient placement.

B. Chart Maintenance

- **♦** Processes physician orders (e.g., filling out requisitions, sending paperwork to appropriate department).
- ♦ Assembles, labels/imprints and disassembles charts.
- **♦** Files reports.
- **♦** Audits charts for accuracy.
- ♦ Requests, picks up and returns Health Records.
- ♦ Completes applicable paperwork for admissions, discharges and transfers.
- ♦ Assembles discharge and special needs packages.
- **♦** Retrieval of chart information from other facilities.

C. Clerical

- ♦ Performs clerical duties (e.g., files, photocopies, faxes, e-mails, scans, laminates, collates, shreds).
- **♦** Picks up and delivers mail/specimens.
- ♦ Performs data entry and word processing (e.g., reports, letters).
- ♦ Maintains various manuals.
- **♦** Sorts and distributes reports.
- ♦ Obtains death/birth registration and health number assignments.
- ♦ Compiles statistical data (e.g., bed census, provincial wait times).

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D. Cleaning and Portering

- ♦ Cleans/disinfects unit area, instruments and equipment (e.g., urinals, wheelchairs, beds, fridges, cupboards, surfaces).
- ♦ Removes garbage and linen.
- ♦ Disposes of sharps and biohazardous wastes.
- **♦** Porters equipment, patients, meals and supplies (e.g., linen, specimens, charts, pharmacy supplies).
- ♦ Porters deceased to morgue or viewing room.

E. Related Key Work Activities

- **♦** Strips beds and changes linen hampers.
- **♦** Orders and stocks supplies.
- **♦** Maintains office equipment.
- ♦ Co-ordinates/tracks unit equipment sent for repair and maintenance off the unit.
- **♦** Books meeting rooms.
- ♦ Escorts clients/patients/residents to appointments.
- **♦** Collects/checks/completes payroll time sheets.
- ♦ Maintains petty cash and minor accounts receivable (invoicing and receipting).
- Reviews, tracks, maintains and delivers Operating Room slate.
- ♦ Tracks status of patient care throughout patient's emergency department visit.
- ♦ Fills relief shifts.
- ♦ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:	
CUPE:	SEIU:
SGEU:	SAHO:

Date: May 16, 2024

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^{*}Updated October 22, 2025