



# *Provincial Job Description*

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**TITLE:**  
**(322) Orderly**

**PAY BAND:**  
**14**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Promotes health and healing by functioning as a member of the health care team. Provides care for convalescent, acutely ill and long-term care clients/patients/ residents.

**QUALIFICATIONS:**

- ◆ Continuing Care Assistant certificate

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Valid drivers license, where required by the job

**EXPERIENCE:**

- ◆ Previous: No previous experience.

## ***KEY ACTIVITIES:***

### **A. Direct Patient Care**

- ◆ Provides observation and assessment of clients/patients/residents and reports changes in condition.
- ◆ Bathes clients/patients/residents and assists with dressing.
- ◆ Monitors, interprets and records vital signs (e.g., blood pressure, temperature, pulse, respiration).
- ◆ Provides bowel and bladder care. (e.g. catheters, irrigation, drainage, suppositories, enemas, colostomies)
- ◆ Provides respiratory and airway care (e.g., tracheostomy, suctioning, oxygen therapy).
- ◆ Provides pre and post-operative care (e.g., dressing changes, removing sutures/clips/staples).
- ◆ Provides interventional and therapeutic treatments (e.g., wound care, nasogastric catheters)
- ◆ Provides cast/splint/traction application/removal.
- ◆ Assists physicians with various procedures (e.g., cystoscopies, sigmoidoscopies, suturing).
- ◆ Assists with treatments (e.g., establishing IV's, gastric lavage).
- ◆ Collects specimens (e.g., urine, stool and sputum) and transports to lab.
- ◆ Monitors blood glucose levels.
- ◆ Assists with mobility and/or transfers, lifts and repositioning of clients/patients/residents.
- ◆ Porters clients/patients/residents.

### **B. Indirect Patient Care**

- ◆ Records information in clients/patients/residents chart.
- ◆ Informs care team of client/patient/resident current status.
- ◆ Completes admission forms.
- ◆ Makes beds, cleans equipment, restocks supplies, empties laundry hampers and tidies rooms.
- ◆ Completes transfer/lift/repositioning assessment and posts appropriate logos.
- ◆ Provides client/patient/resident education.
- ◆ Transports and sets up oxygen tanks.

**C. Related Key Work Activities**

- ◆ **Communicates and participates in emergent situations as per protocols (e.g., code blue, code white, death, fire, disaster).**
- ◆ **Performs data entry.**
- ◆ **Notifies maintenance of required repairs to equipment.**
- ◆ **Participates in quality assurance programs.**
- ◆ **Teaches and encourages staff in the use of proper body mechanics and body alignment while using lifts and operating equipment.**
- ◆ **Assists with post mortems.**
- ◆ **Assists with tray distribution, feeding clients/patients/residents and retrieval of meal trays.**
- ◆ **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:***

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***SGEU:***

***SAHO:***

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***Date: April 13, 2021***