
VACANCY POSTING

Vacancy:	Test Administrator
Description of Position:	Temporary Casual
Number of Vacancies:	1 Positions
Unit:	Winchester Assessment Centre
Employee Group:	CUPE Service
Wage Grid:	\$22.729 - \$23.555
Shift Work:	May be required
Weekend Work:	May be required

Reference Number:	#21-331 T-CAS TEST ADMIN
--------------------------	--------------------------

ROLES AND RESPONSIBILITIES

PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

SUMMARY OF POSITION:

Reporting to the Clinical Manager, the Test Administrator's primary responsibility consists of performing delegated medical acts, under specific medical directive such as inserting a nasal and/or oral or nasopharyngeal swab into the throat, nares or nasopharynx, to swab patients. The role maintains confidentiality of private health information, using standardized WDMH processes. The incumbent maintains a safe, clean and secure environment, ensuring all screening protocol updates are followed and integrates WDMH best practices and infection control protocols to the daily activities to foster the delivery of safe and exemplary care.

NATURE AND SCOPE OF WORK

- Verifies personal information for appointments
- Administers nasal and/or oral or nasopharyngeal swab tests
- Ensures the maintenance of appropriate records
- Ensure that supplies are utilized economically and that workstation, waiting rooms are clean and maintained in a safe manner
- Ensures updates received are communicated to patients and the general public as required
- Works in collaboration within the inter-professional team

QUALIFICATIONS

- Secondary School Graduation Diploma (Grade 12)
- Certification in medical terminology from a recognized educational institution, or currently enrolled in a health-related course
- Patient-facing experience in a health care organization
- Basic First Aid Training
- Excellent interpersonal, problem solving and decision-making skills
- Able to take initiative and work with minimal supervision
- Adaptable to different situations and able to work under pressure
- Able to follow direction and enforce protocols consistently
- Excellent communication skills in English (oral and written); French is considered an asset
- Available to work weekdays, weekends and holidays; shift work; days, evenings, and nights

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

APPLICATION INFORMATION

Interested applicants should apply in writing, (by email only) indicating their qualifications in a cover letter and resume to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at:

hresources@wdmh.on.ca

At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH.

Accommodations are available on request for candidates taking part in all aspects of the selection process

We appreciate interest from all candidates, however only those selected for an interview will be contacted.