

Unlicensed Assistive Personnel (UAP)

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Company: Almoosa Specialist Hospital

Location: Saudi Arabia

Category: business-and-financial-operations

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

Making of occupied and un-occupied beds.

Accompanies patient to or from the destination service

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Assist clinical nurses for giving bath to the patient or changing position.

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Help patient ambulate or go to the bathroom

Respond to patient calls and inform the nurse if there are any problems immediately

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Transport or accompanies patient between inpatient and outpatient diagnostic or treatment services and upon discharged

Transport blood and other samples to laboratory.

Help feed patient and serve meal trays.

Inform visitors about the visiting time as per policy

Perform hourly rounding as per policy.

Translate to non-Arabic staff if competent in English

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Maintains patient confidentiality and security of the health record when taking it from one area to another and delivers it to designated person.

Attends to safety, dignity and comfort of patients in wheelchairs while being transported

Transports medication between pharmacy and nursing units.

Performs other non-clinical, non-patient care and messenger duties as required by the Nurse Manager and/or as trained and sanctioned by the area Head (like cleaning medical equipment, photo copy documents, arrange and clean patient environment and etc.).

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Provides personalized coordinated care, support and treatment for patients and families.

Treat people with dignity, compassion, and respect.

PROFESSIONAL EXPECTATIONS

- . Practices within the established standards, policies and procedure.
- . Maintains infection control and safety awareness, functions accordingly and initiates corrective action when indicated.
- . Reports to the Charge Nurse/ Nurse Manager any abnormality observed.
- . Participates in fire and disaster drills and mock codes.
- . Maintains the confidentiality of patient/ family information.
- . Uses verbal and nonverbal communication that conveys respect for the patient/ family/visitors/staff.
- . Maintains an acceptable standard of attendance and reports to work on time.
- . Complies with the department dress code.
- . Attend and participate in department monthly meeting and nursing forum.
- . Participates in unit activities and projects.

QUALIFICATIONS:

- . Graduate from high school.
- . Must have working knowledge of written and spoken English.

PROFESSIONAL EXPERIENCE:

- . Previous employment in a related health care or service as patient porter and interactions with customers, patient and visitors preferred.

SPECIALIZED SKILLS :

- . Exceptional customer service skills.
- . Enthusiastic, enduring, and willing to work for extra hour.
- . Multi-tasking, good listening skills and verbal communication.

COMPETENCE :

- . Good command of Arabic and English preferred.
- . Ability to work unsupervised.
- . Able to read and follow written/oral instructions.

REQUIRED ATTITUDE TO PERFORM THE JOB :

- . The ability to communicate with and gain the trust of people from a range of backgrounds.
- . Empathy, sensitivity and emotional flexible to be able to help people under what may be difficult circumstances.
- . Flexibility to deal with a variety of staff and patients at one time.
- . Team working skills.
- . Maintains a positive relationship with patients and others members of hospital staff.
- . Proper, effective and compassionate communication.

CONDITIONS:

- . This job description is subject to periodic review and may be changed at any time with the implicated job order.

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