



POSITION DESCRIPTION

POSITION TITLE: DRIVER - MOBILE CLINIC

DEPARTMENT: PRIMARY HEALTH CARE

CLASSIFICATION: DRIVER –MOBILE BUS

UNION: MGEU – FACILITY SUPPORT

STANDARD GROUP #:

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL MANAGER, PRIMARY HEALTH CARE CLINICAL SERVICES

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Driver – Mobile Clinic is responsible for operating the Mobile Primary Care Unit and assists the Nurse Practitioners and Primary Care Nurses who work on the Mobile Primary Health Care Unit to ensure the goals of the mobile service are met within Interlake-Eastern Regional Health Authority. The Driver of the Mobile Primary Care Unit is responsible for all operations and maintenance of the Mobile Primary Care Unit, and for welcoming clients to the service. The position of Driver – Mobile Clinic functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

Professional Responsibilities

- Inspect and drive the Mobile Primary Care Unit from storage site to designated communities and return.

- Set up the Unit for operations, inspect and take down for travel.
- Perform preventative maintenance on equipment and Unit according to established schedules.
- Stock fresh water and dispose of grey water and black water.
- Check and restock supplies.
- Manage waste, including transportation, disposal and/or incineration.
- Greet visitors to the mobile unit in a friendly and welcoming manner, providing assistance as required and respecting confidentiality at all times.
- Communicate effectively with co-workers, community leaders, the public, and manager.
- Use critical thinking skills to guide decision making within scope of position.
- Report pertinent information to nurse colleagues and the Program Manager or designate.
- Registers patients, compile logs, prepare reports, and complete other administrative duties as required.
- Responsible for sundry duties as assigned.
- Adhere to established policies and procedures as set out by Interlake-Eastern RHA.

Patient Safety

- Performs in a manner that enhances patient safety.
- Participates in and supports the region's Patient Safety Initiatives and Programs.
- Reduces to a degree that is reasonable practicable the rate of adverse events by learning to anticipate and manage them, to reduce the likelihood and severity of their occurrence.
- Studies adverse events in detail and understand how they arise.
- Feeds this knowledge into the design of processes, professional practice and systems.
- Redesigns systems to make Interlake-Eastern RHA more resilient to the inherent risks, hazards, and harms of "doing business".

Continuous Quality Improvement

- Participates in the region's Continuous Quality Improvement Program and Accreditation Program.

Environmental Management

- Co-operates with the Workplace Health & Safety Committee as necessary.
- Participates in the development of Safe Work Procedures.
- Assist with cleaning and stocking of unit and storage site.

Education/ Inservice/ Professional Development

- Collaborates with inservice education programs to identify, plan and facilitate implementation and evaluates orientation and staff development programs.
- Promotes the goals and objectives of education programs established by the region.
- Maintains and updates knowledge of new developments in departmental areas through journal reviews, interest groups, lectures, and committee work.
- Serves as a resource to staff and other health care professionals.
- Maintains and updates professional & operational skills through continuing education programs, literature reviews, interest groups, and lectures.
- Maintains professional and operational linkages/networks with peers.

Committee Participation

- Participates on appropriate committees as requested.
- Participates in regular staff meetings.

Communication

- Communicates with co-workers both individually and as a group to promote efficient operation and high morale.
- Communicates with co-workers in achieving efficient operation of the department/program.
- Communicates with co-workers in promoting inter-program, inter-departmental and regional operations.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS**EDUCATION/CERTIFICATION:**

- Grade 12 or equivalent preferred

REQUIRED KNOWLEDGE:

- Mechanically inclined for performing repairs and maintenance of equipment.

EXPERIENCE REQUIRED:

- Experience with technology, including wireless devices and Windows based operating systems.
- Experience working with a diverse team and client population.

SKILLS/COMPETENCIES:

- Valid Manitoba Class 3 driver's license with valid air brake endorsement
 - Clear drivers abstract and ability to maintain a good driving record is required.
 - Ability to work independently.
 - Demonstrated organizational skills with strong oral and written communication abilities.
 - Demonstrated flexibility to facilitate changes in techniques and procedures.
 - Ability to display independent judgment.
 - Ability to respect and promote a culturally diverse population.
 - Ability to respect and promote confidentiality.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: November 2015
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.