

JOB DESCRIPTION

Benchmark Job #016

Ministry: Health
Branch: Central Kootenay Health Unit
Location: Nelson

Working Title: **Health Unit Aide**
Level: Range 7
NOC Code: 6631

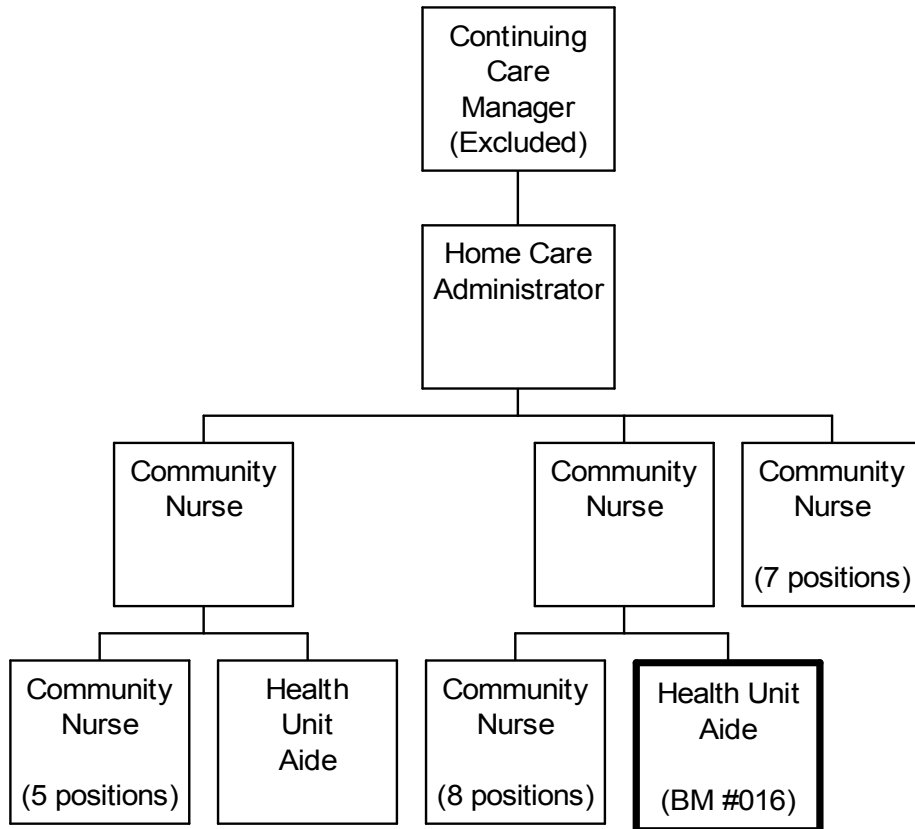
PRIMARY FUNCTION

To provide support services to the Public Health and Home Nursing Care programs of a Health Unit.

JOB DUTIES AND TASKS

1. Provides support services for the Health Unit
 - a. orders, receives, stores and disperses vaccines, serums and antidotes for unit and branch offices
 - b. disperses drug supplies to branch offices
 - c. requisitions medical supplies for Home Nursing Care program
 - d. prepares home visit packs including bags, paper towels, patient dressings and informational handouts
 - e. assembles equipment and assists nurses with on-site organization for immunization and vision screening clinics at schools
 - f. assists nursing staff with baby clinics by gathering information, calming children and weighing babies
 - g. distributes advertisements and sets up tables and supplies for annual flu shot clinics
 - h. schedules and provides formal instruction, training and assistance to clinic volunteers regarding procedures
 - i. cleans, packages and transports instruments to Hospital for autoclaving and disposes of non-reusable and contaminated items
 - j. cleans and washes a variety of equipment and supplies such as baby scales, immunization boxes and fridge used to store biologicals
 - k. drives to attend clinics
2. Maintains and provides Health Unit informational materials
 - a. maintains and updates Health Unit print and video library
 - b. ships library materials such as books, magazines, videos and pamphlets to other health units upon request
 - c. orders pamphlets and posters when required and ensures that pamphlet racks are stocked
 - d. prepares handouts and folders for distribution to baby clinics
 - e. distributes posters and prepares community advertisements for flu clinics
3. Performs administrative support services
 - a. receives monies from health units for biologicals, issues receipts and deposits monies into bank account
 - b. maintains, balances and updates account for purchasing biologicals
 - c. enters information into a ledger
 - d. issues and signs cheques to be sent to Ministry of Finance
 - e. sends monthly statement and cheque stubs to Union Board of Health

ORGANIZATION CHART
Benchmark Job #016



REASON FOR CLASSIFICATION

Benchmark Job #016

Job Title: Health Unit Aide

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of job functions and how they relate to the Health Unit to provide instructions to volunteers, assemble equipment and materials, assist nurses with clinics at schools and maintain and update health unit library.</p>	C	60
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to order vaccines and print supplies, balance monthly clinic accounts and train and schedule clinic volunteers.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Tact required to exchange information related to immunization, vision and baby clinic procedures and health unit activities with volunteers.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to attend clinics.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, using oral instructions, changes the order of completion to meet immediate requests or demands in performing several functions to order, receive, store and disburse medical supplies, train clinic volunteers, maintain library and make bank deposits.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to sign and issue cheques sent to the Ministry of Finance and Corporate Relations.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to drive vehicle to attend clinics.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #016

Job Title: Health Unit Aide

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal instruction and training on procedures to clinic volunteers.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to provide a calming influence on babies and children attending health clinic.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Normal sensory concentration to occasionally observe vaccine supplies and inventory for reordering purposes.	A	3
11	PHYSICAL EFFORT Moderate physical effort to occasionally push, pull, lift and carry moderate weight boxes to store supplies.	C	12
12	SURROUNDINGS Exposure to occasional unpleasant dealings with upset children at clinics.	A	2
13	HAZARDS Moderate exposure to hazards from regularly handling contaminated wastes.	C	6

Total Points: 257

Level: Range 7

JOB DESCRIPTION

Reference Job #158

Ministry: Health
Branch: BC Centre for Disease Control
Location: Vancouver

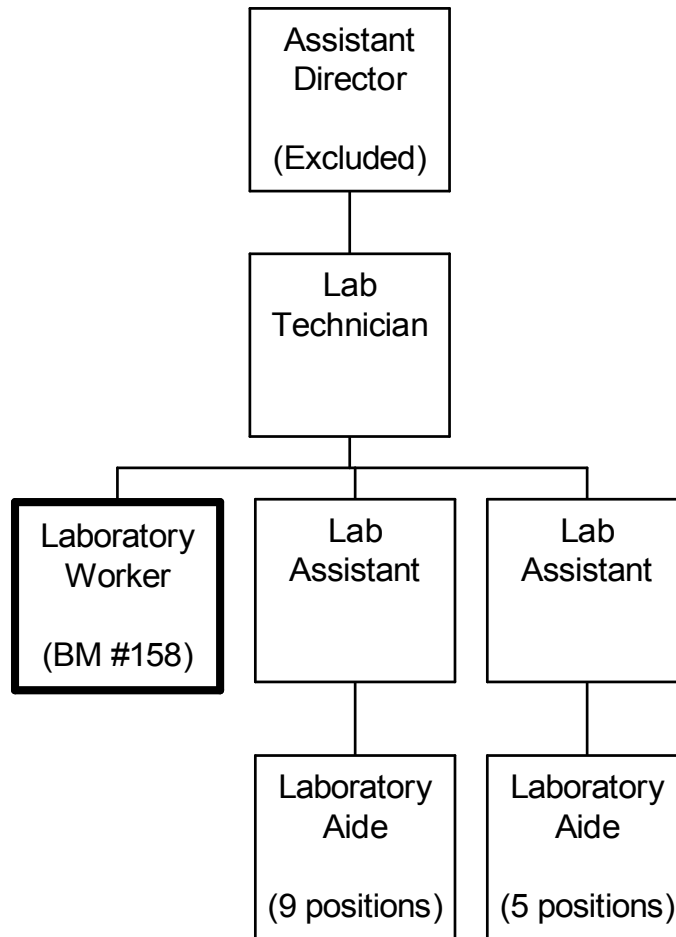
Working Title: **Laboratory Worker**
Level: Range 9
NOC Code: 3212

PRIMARY FUNCTION

To provide support services to laboratory staff, such as preparation of culture media and removal of laboratory waste.

JOB DUTIES AND TASKS

1. Prepares sterile culture media and stock solutions
 - a. prepares and dispenses media products using pipettes, syringes, volumetric flasks, cylinders, electronic balances, pH meter, dispensing pump, plate dispenser, automatic media preparators and Laminar Flow Cabinet hood
 - b. performs quality control on prepared batches of media
 - c. calculates and measures volume of liquid to be used, sterilizes media and supplements and inoculates sterile supplements into media; adjusts recipes to meet volume demand
 - d. records data and maintains operational logs
2. Receives and distributes laboratory specimens
 - a. receives and sorts specimens from outside sources such as hospitals, clinics and doctors
 - b. distributes specimens to appropriate areas
 - c. prepares courier way-bills for shipment of packages and coolers
3. Removes laboratory waste and cleans glassware and equipment
 - a. decontaminates laboratory wastes by loading and operating autoclaves
 - b. packs and disposes of laboratory waste according to procedure
 - c. cleans and sterilizes laboratory glassware and equipment manually or by using automated glassware washer autoclave
4. Performs other related duties
 - a. receives and prepares external orders for specimen collection kits
 - b. prepares and assembles specimen collection kits
 - c. orders, signs for, processes paperwork and maintains stock of media, supplies, laundry, glassware and other disposables
 - d. checks and records temperatures on water baths, autoclaves, refrigerators and freezers
 - e. cleans and disinfects work areas
 - f. refers calls to appropriate lab section
 - g. replaces expendable parts in lab equipment



REASON FOR CLASSIFICATION

Reference Job #158

Job Title: Laboratory Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of job functions and how they relate to the laboratory requirements to prepare and control the quality of sterile media.</p>	C	60
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks in the preparation and quality control of sterile media products.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Tact required to obtain and verify information in order to refer calls to the appropriate lab section.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to precisely measure liquid using pipettes, syringes, volumetric flasks and cylinders and to accurately weigh items using electronic balance.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, using written instructions, changes the order of completion to meet immediate requests or demands in performing several functions to prepare sterile culture media to meet internal quality control standards.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to sign for receipt of specimen coolers and laundry, and process related paperwork.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate sensitive lab equipment, and perform light repairs to replace expendable parts.</p>	C	15

REASON FOR CLASSIFICATION

Reference Job #158

Job Title: Laboratory Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure sterile preparation of culture media for specimen diagnosis decontaminate and remove lab waste; and sterilize lab glassware.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently focus visual attention to read recipes, to accurately measure solutions, and perform visual quality control.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently lift and carry moderate weight coolers, and specimen buckets.	E	24
12	SURROUNDINGS Exposure to body fluids frequently when receiving biological specimens.	C	6
13	HAZARDS Significant exposure to hazards from frequent working with or near toxic chemicals and biological specimens.	D	9

Total Points: 288.5

Level: Range 9

JOB DESCRIPTION

Benchmark Job #144

Ministry: B.C. Mental Health Society
Branch: Clinical Programs
Location: Riverview Hospital

Working Title:
Level:
NOC Code:

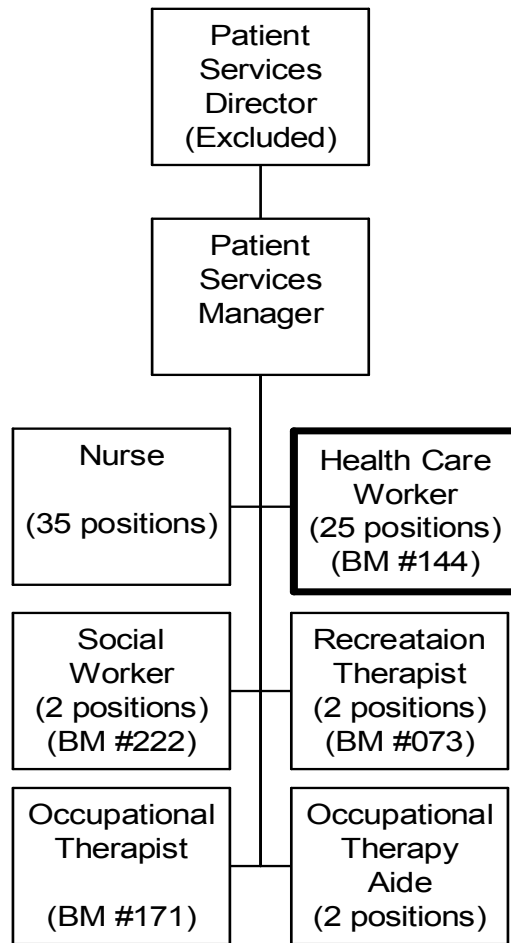
Health Care Worker - Personal Care
Range 9
3413

PRIMARY FUNCTION

To provide care, attend to the day-to-day needs of patients and participate in rehabilitation, motivation and self-care training programs for patients.

JOB DUTIES AND TASKS

1. Provides care and attends to the day-to-day needs of patients
 - a. assists patients in bathing, dressing, grooming and personal hygiene (toileting)
 - b. weighs patients and measures intake and catheter output
 - c. collects urine and stool specimens as required
 - d. monitors and reports any changes in patient behaviour and condition to nurse in charge
 - e. distributes meals and prepares snacks and coffee
 - f. spoon feeds meals and snacks to patients as required
 - g. provides special attention to special needs patients as required by monitoring and recording behaviour every 15 minutes and reporting observations to nurse in charge
 - h. lifts and turns non-ambulatory patients to prevent bed sores
 - i. restrains aggressive or violent patients when necessary
2. Participates in rehabilitation, motivation and self-care programs for patients
 - a. reports patient behaviour to the therapeutic team
 - b. transports and escorts patients off the wards and grounds to various social and recreational events
 - c. instructs and encourages patients to develop social skills and to participate in activities
 - d. escorts patients to and from other departments in the hospital
3. Performs other related duties
 - a. participates in therapeutic team meetings
 - b. makes beds, assembles patient clothing and linen and takes soiled linen to laundry chute as required
 - c. maintains a clean and safe environment on the ward
 - d. operates equipment to lift patients in and out of tubs for washing and in and out of beds and wheelchairs
 - e. distributes cash from patient's comfort allowance or makes orders against allowance on patient's behalf
 - f. provides orientation to new employees



ORGANIZATION CHART

Benchmark Job #144

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of job functions and how they relate to patient care to monitor and report on patient behaviour; provide personal care such as feeding, grooming and toileting; perform procedures such as weighing patients and measuring catheter output; and provide patient information to the therapeutic team.</p>	C	60
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to respond to the personal health care needs of patients, monitor and report on patient behaviour, collect and measure specimens and record patient information.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage cooperation and acceptable behaviour of psychiatric patients.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control aggressive or violent patients.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, using oral instructions, changes the order of completion to meet immediate requests or demands in performing several functions to attend to and monitor personal care of patients; escort patients on outside activities; report patient behaviour to the nurse in charge.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to distribute cash from patient's comfort allowance or make orders against allowance on patient's behalf.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Minimal responsibility to record observations of patients on special attention and submit to supervisor.</p>	A	5

ORGANIZATION CHART
Benchmark Job #144

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct personal care such as feeding, dressing, grooming and personal hygiene to patients in an institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense requirement to almost always attend to needs of patients and deal with interruptions, while providing personal care.	D	18
11	PHYSICAL EFFORT Very heavy physical effort to frequently lift and turn residents who may be resistant, while providing personal care.	F	30
12	SURROUNDINGS Exposure to unpredictable institutionalized patients almost always while providing direct personal hygiene care.	E	12
13	HAZARDS High level of exposure to hazards from the possibility of contact with infectious diseases while attending to the personal health care needs of institutionalized patients, almost always.	E	12

Total Points: 349.5

Level: Range 9

JOB DESCRIPTION

Benchmark Job #040

Ministry: BC Mental Health Society
Branch: Clinical Programs
Location: Riverview Hospital

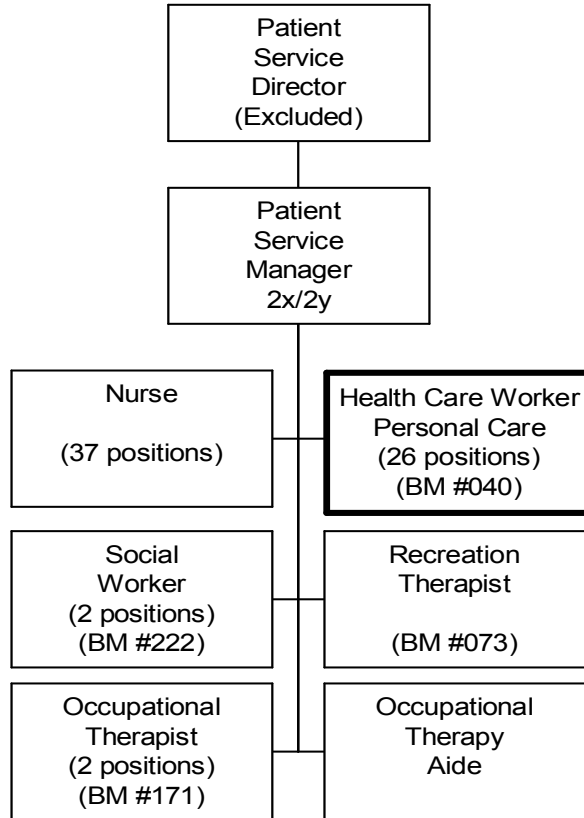
Working Title: **Health Care Worker - Personal Care**
Level: Range 9
NOC Code: 3413

PRIMARY FUNCTION

To attend to and monitor the personal health care of psycho-geriatric patients on a ward; participate in rehabilitative, motivation and self care training programs and contribute to the patients' comfort and well-being.

JOB DUTIES AND TASKS

1. Attends to and monitors the personal health care of patients
 - a. monitors psychiatric and geriatric patients and reports pertinent behavioural observations to nurse in charge of ward
 - b. provides complete care or assists patients in their personal hygiene and cleanliness by bathing, dressing, grooming, toileting and feeding
 - c. performs non-medical nursing care procedures by weighing patients, taking temperatures, pulse and respiration rates, providing enemas and suppositories and recording data on patient charts and graphs
 - d. uses restraint techniques to control and restrain combative, violent or aggressive patients as required
2. Participates in rehabilitative, motivation and self care training programs
 - a. reports patient behaviour to the therapeutic team
 - b. functions as a role model for patients to instruct them in appropriate social behaviours
 - c. accompanies or escorts patients to social or recreational events on and off the grounds
 - d. participates with patients in various therapeutic activities such as specific exercises and range of motion exercises
 - e. escorts patients to and from other departments
3. Contributes to the patients' comfort and well-being
 - a. distributes meals and prepares coffee and snacks for patients
 - b. maintains cleanliness and safety of ward by makings beds, cleaning tubs and showers and mopping up spills
 - c. assembles, washes and dries patient clothing
 - d. distributes cash from patients' comfort allowance or makes orders against allowance on their behalf
 - e. organizes and takes part in activities such as birthday celebrations, hairgrooming services, and shopping trips
4. Performs other related duties
 - a. provides orientation to new employees
 - b. provides general information to patients' families during visits or over the phone



ORGANIZATION CHART

Benchmark Job #040

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of job functions and how they relate to patient care to monitor and report on patient behaviour; provide personal care such as feeding, grooming and toileting; perform procedures such as weighing patients and measuring catheter output; and provide patient information to the therapeutic team.</p>	C	60
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to respond to the personal health care needs of patients, monitor and report on patient behaviour, measure and collect routine specimens and record patient information.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage cooperation with personal self-care and grooming activities with mentally ill patients.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control aggressive or violent institutionalized patients.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, using oral instructions, changes the order of completion to meet immediate requests or demands in performing several functions to attend to and monitor the personal care needs of patients, report on patient behaviour to supervisor, measure and record temperature, pulse and respiration rate and provide enemas and suppositories.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to distribute cash from the patient's comfort allowance or make orders against allowance on the patient's behalf.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to access and update patient charts and graphs.</p>	B	10

ORGANIZATION CHART
Benchmark Job #040

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct personal care such as feeding, dressing, grooming and personal hygiene to patients in an institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense requirement to almost always attend to needs of patients with interruptions such as patients falling or becoming involved in altercations.	D	18
11	PHYSICAL EFFORT Very heavy physical effort to frequently lift and support patients while providing personal care.	F	30
12	SURROUNDINGS Exposure to providing direct personal hygiene care to unpredictable, institutionalized patients almost always.	E	12
13	HAZARDS High level of exposure to hazards from the possibility of contact with infectious diseases while attending to the personal health care needs of patients, almost always.	E	12

Total Points: 354.5

Level: Range 9

Ministry: Glendale Lodge Society
Branch: Nursing Services
Location: Victoria

Working Title:
Level:
NOC Code:

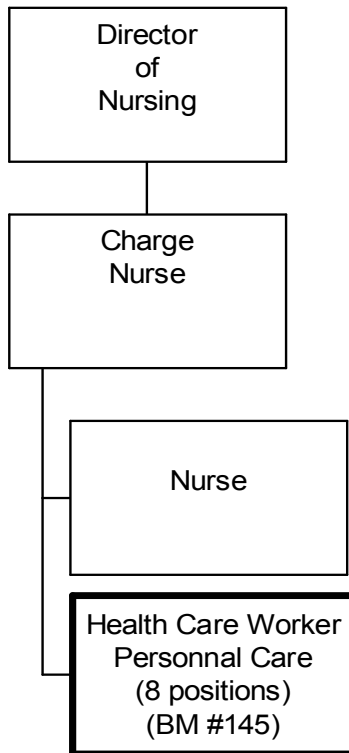
Health Care Worker - Personal Care
Range 9
3413

PRIMARY FUNCTION

To provide care, attend to the day-to-day needs of mentally and physically handicapped geriatric residents and participate in behaviour management and training programs for residents.

JOB DUTIES AND TASKS

1. Provides care and attends to the day-to-day needs of residents
 - a. assists residents with bathing, dressing, feeding, grooming, changing diapers and personal and oral hygiene
 - b. takes temperature, pulse and respiratory rates and measures resident intake and catheter output
 - c. records resident data onto work sheets and places in resident files
 - d. lifts and turns non-ambulatory residents to prevent bed sores
 - e. prepares residents for and assists in giving enemas and suppositories
 - f. dispenses pre-packaged oral medications under direction of a nurse
 - g. monitors and reports changes in resident behaviour and condition
 - h. carries out, under supervision, prescribed physiotherapy exercises such as climbing stairs and walking
 - i. puts prosthetic devices and splints on residents
 - j. assists residents with physical movement problems
 - k. spoon feeds meals to residents
 - l. provides sponge baths to residents with fevers
 - m. restrains aggressive or violent residents
 - n. closely monitors special needs residents and reports observations to nurse
2. Participates in behavioural management and training programs for residents
 - a. carries out training activities approved by the lodge treatment team to improve residents' behavioural and social skills
 - b. records training data on charts and graphs
 - c. reports observations of residents' behaviour to the lodge treatment team
 - d. escorts residents on community outings and to different areas of the lodge
 - e. participates in the implementation of residents' social and recreational activities
3. Performs other related duties
 - a. maintains a clean and safe environment at the lodge; cleans equipment and furniture
 - b. makes beds, assembles residents' clothing and linen and takes soiled linen to laundry area
 - c. washes and dries residents' clothing as required; loads and pushes laundry carts
 - d. dispenses and records money spent on outings with residents
 - e. provides orientation to new employees
 - f. accesses and updates patient charts and records



ORGANIZATION CHART

Benchmark Job #145

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of job functions and how they relate to patient care to perform personal health care duties such as bathing, dressing, feeding and grooming for patients, monitor and report patient behaviour, escort patients on outings, carry out prescribed physiotherapy exercises such as climbing stairs and walking and perform procedures such as taking temperature and pulse rate and measuring catheter output.</p>	C	60
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to attend to and monitor the personal health care needs of patients, measure patient intake and catheter output, record patient information, monitor patient behaviour and condition and report observations to nurse.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage mentally ill patients to cooperate in attending to personal self-care needs.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control aggressive or violent patients in an institution.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, using oral instructions, changes the order of completion to meet immediate requests or demands in performing several functions to attend to and monitor the personal care needs of geriatric residents, take and record blood pressure, respiratory rate and temperature, monitor and record patient behaviour; escort patients to off-site activities and dispense pre-packaged medication under direction.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to dispense and record money spent on outings with residents.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to access and update patient charts and records.</p>	B	10

ORGANIZATION CHART
Benchmark Job #145

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Some responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct personal care such as bathing, dressing, grooming and personal hygiene to patients in an institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense requirement to almost always attend to needs of patients and deal with interruptions while providing personal care.	D	18
11	PHYSICAL EFFORT Very heavy physical effort to frequently lift, push and pull geriatric patients to attend to their personal care and prevent bed sores.	F	30
12	SURROUNDINGS Exposure to providing direct personal hygiene care to institutionalized patients almost always.	E	12
13	HAZARDS High level of exposure to hazards from the possibility of contact with infectious disease while performing personal health care for geriatric patients, almost always.	E	12

Total Points: 354.5

Level: Range 9

JOB DESCRIPTION

Benchmark Job #146

Ministry: Social Services
Branch: Woodlands
Location: New Westminster

Working Title:
Level:
NOC Code:

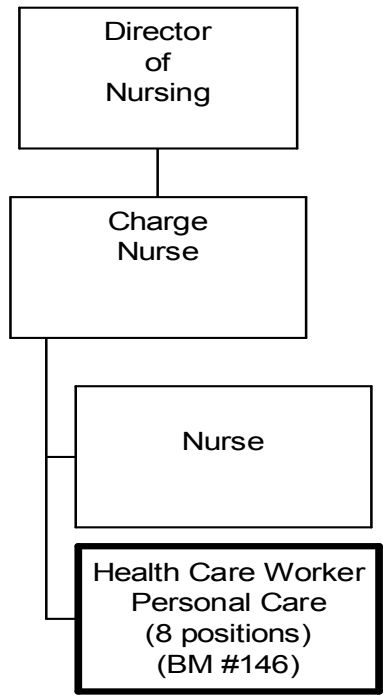
Health Care Worker - Personal Care
Range 9
3413

PRIMARY FUNCTION

To provide care, attend to the day-to-day needs of residents and participate in recreational, occupational therapy and education programs for residents.

JOB DUTIES AND TASKS

1. Provides care and attends to the day-to-day needs of clients
 - a. distributes meals and snacks and applies feeding techniques to assist residents with eating
 - b. assists with dressing and grooming and provides bed pans, pots and urinals for physically handicapped residents
 - c. conducts or assists with programs to encourage toilet training habits, mealtime manners, appropriate social behaviour and proper care of hair, skin and teeth
 - d. restrains and secludes aggressive or violent residents if necessary
 - e. uses weigh scales, hoist lifts, wheel chairs, stretchers, and bath chairs while attending to residents
 - f. ensures that residents are appropriately dressed for weather conditions
 - g. monitors and reports on changes in resident behaviour and condition
 - h. lifts and turns non-ambulatory residents to prevent bed sores
 - i. closely monitors special needs patients and reports condition
 - j. discusses patient care and progress with other members of inter-disciplinary team
2. Participates in recreational, occupational therapy and educational activities for residents
 - a. reports patient behaviour and progress to therapeutic team
 - b. assists with recreational, occupational therapy and educational activities for residents including social outings, housekeeping activities, entertainment, religious activities and sports activities
 - c. escorts residents off-grounds to various activities or to other areas of the institution
 - d. purchases clothing and other items for residents using resident comfort and clothing allowances
 - e. documents resident program data as required
3. Performs other related duties
 - a. maintains clean and hygienic environment including making beds, removing soiled linen, storing clean linen and cleaning areas
 - b. washes and dries resident clothing
 - c. reports damage and repairs needed to furniture, resident clothing and equipment.
 - d. responds to first aid calls on a rotational basis
 - e. trains employees in CPR and back science



ORGANIZATION CHART

Benchmark Job #146

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of job functions and how they relate to patient care to perform personal health care duties such as feeding, grooming and dressing for mentally/physically disabled residents, monitor and report patient behaviour, escort patients on outings and participate in recreational, occupational therapy and educational activities for residents.</p>	C	60
2	<p>MENTAL DEMANDS Judgement to recognize differences in a variety of know situations and determine the priority of tasks to attend to and monitor the personal care needs of mentally/physically disabled residents, monitor patient behaviour and condition and report observations to professional staff, conduct hygiene or social skills activities.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage mentally ill patients to cooperate in attending to personal needs.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control aggressive or violent patients in an institution.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, using oral instructions, changes the order of completion to meet immediate requests or demands in performing several functions to attend to and monitor the personal care needs of patients, inform professional staff on behaviour or health changes and provide input to therapeutic activities such as social, housekeeping and sports.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to purchase clothing and other items for residents by using patient's comfort and clothing allowance.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to use mobile lifts, wheel chairs, and stretchers while attending to the personal care of patients.</p>	B	10

ORGANIZATION CHART

Benchmark Job #146

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal instruction to new employees on CPR and back science.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct personal care such as feeding, grooming, bathing and dressing, to patients in an institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense requirement to almost always attend to needs of patients and deal with interruptions.	D	18
11	PHYSICAL EFFORT Very heavy physical effort to frequently lift, push and pull patients, who may be limp, resistive or physically disabled, while attending to their personal care.	F	30
12	SURROUNDINGS Exposure to providing direct personal hygiene care to institutionalized patients almost always.	E	12
13	HAZARDS High level of exposure to hazards from the possibility of contact with infectious disease while performing personal health care for mentally disabled patients, almost always.	E	12

Total Points: 358.5

Level: Range 9

JOB DESCRIPTION

Benchmark Job #159

Ministry: BC Mental Health Society
Branch: Pharmacy Department
Location: Riverview Hospital

Working Title:
Level:
NOC Code:

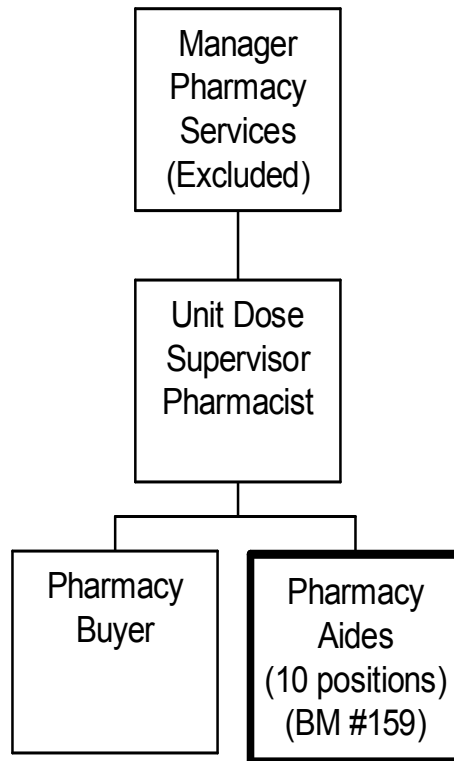
Pharmacy Aide
Range 9
3414

PRIMARY FUNCTION

To perform pharmaceutical dispensing, preparing, packaging, labelling, storing and distributing functions.

JOB DUTIES AND TASKS

1. Dispenses and distributes pharmaceuticals to fill ward medication orders and prescriptions
 - a. checks and verifies orders against computer records
 - b. calculates quantity of medications to be dispensed
 - c. retrieves pharmaceuticals from stock
 - d. counts, labels, and places medications into containers, monitored blister packs and drug cassettes
 - e. checks orders leaving the pharmacy for accuracy and reports discrepancies regarding medication orders to supervisor
 - f. prepares necessary paperwork for orders and maintains operational log
2. Packages and prepares pharmaceuticals
 - a. packages tablets using unit dose packaging machine; replaces expendable parts on machine
 - b. maintains list of drugs to be packaged
 - c. prepares ointments, compounds, solutions and lotions
3. Performs other related duties
 - a. responds to telephone enquiries and requests from other departments and wards
 - b. cleans drug cassettes and work areas and sterilizes dispensing equipment
 - c. maintains stock of pharmaceuticals by taking stock counts, checking expiry dates, ordering replacement stock and maintaining drug order log
 - d. enters patient and drug information into computer
 - e. lifts and carries drug stocks, pill cases and cassettes into and out of storage



ORGANIZATION CHART

Benchmark Job #159

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of pharmacy to prepare topical ointments and compounds and to fill ward medication orders or prescriptions.</p>	E	145
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of pharmacy tasks and appropriate packaging in preparing prescriptions and reporting discrepancies on medications orders to supervisor.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Tact required to answer inquiries and verify information related to order preparation and pharmacy activities with staff in other departments.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to accurately dispense drug doses using measuring and counting utensils.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, select a course of action using previous instruction to prepare orders for prescription drugs, ointments and compounds under direction of pharmacist, operate unit dose packaging machine, and sterilize equipment.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to requisition stock from Pharmaceutical Buyer.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to perform light maintenance on unit dose machine by replacing expendable parts.</p>	B	10

ORGANIZATION CHART

Benchmark Job #159

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal guidance to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure the safety of patients by performing pharmaceutical dispensing functions.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually check and verify pharmaceutical orders before and after filling.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently lift and carry light weight drug cassettes and cases.	C	12
12	SURROUNDINGS Exposure to loud noise from unit dose packaging machine regularly.	B	4
13	HAZARDS Minimal exposure to hazards from frequently lifting of light weight pill cassettes and cases.	A	2

Total Points: 365

Level: Range 9