

M A R Q U E T T E   G E N E R A L   H O S P I T A L

J O B   D E S C R I P T I O N

POSITION: Transporter/Messenger DEPARTMENT: Logistics (8510)  
SUPERVISED BY: Dir, Logistics SUPERVISES: None  
EFFECTIVE DATE: 7/1/92 JCC: 440  
REVIEW DATE: 7/95; 12/95; 12/96; 12/99 REVISED DATE: 1/94; 7/95; 12/95  
PREPARED BY: Larry Benton <sup>1.6. 01-1-01 12-08-02</sup> 12/99 TITLE: Dir, Logistics  
RECOMMENDED BY: Jim Richards <sup>gll</sup> TITLE: Assistant Administrator  
APPROVED BY: Al Hendra <sup>EH</sup> TITLE: Asst. Admin./Hum. Res.

POSITION SUMMARY:

Performs courteous and safe transportation. Performs both internal and external messenger service. Assists with reference lab and dispatching duties.

POSITION ACCOUNTABILITIES/COMPETENCIES\*\*:

Does  
Meets Not  
Meet\*

- 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,5)
- 2. Utilizes excellent customer service skills at all times. (1,5)
- 3. Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5)
- 4. Transports patients according to established protocol in a timely manner. (1,3,5,8)
- 5. Make rounds according to established schedule to transport specimens, mail, and other items requiring delivery internally or externally. (1,3,5,8)
- 6. Assists with assembly and maintenance of wheelchairs and other equipment.
- 7. Cleans and maintains equipment and work area according to established schedule and according to safe operating instructions. (8)

- 8. Assists with logistical activities of patient transport within the department to include positioning of patients in preparation for treatment and assisting with other comfort requests. (1,3,5,8)
- 9. Assists with patient care responsibilities under the supervision of licensed professional. (1,3,5,8)
- 10. Maintains a clean and safe working environment.
- 11. Enhances guest relations by providing efficient and courteous service to all guests. (3,5)
- 12. Assists as an outside messenger with pickup and deliveries. (5,8)
- 13. Copies and delivers the census to various departments. (5)
- 14. Assists with dispatching duties for phone coverage. (5)
- 15. Performs routine clerical functions as directed. (5)
- 16. Participates in inservice meetings. (5)
- 17. Attends meetings as required. (5)
- 18. Performs other related duties as assigned or requested. (1,5)

\*Comment or data needed to support this.

\*\*Those activities that employees are required to and able to perform independently following procedure and/or criteria

**POSITION QUALIFICATIONS:**

**Minimum Education:**

- High school or equivalent

**Other Skills:**

- Interpersonal skills required

**Certification/Registration:**

- Valid Michigan Drivers License

**Physical Demands:**

- Extremely heavy physical effort (lift/carry 50 lbs. or more)
- Frequent prolonged standing/walking
- Lifts, positions, pushes and/or transfers patients
- Pushes/pulls/moves heavy equipment/supplies

**Working Conditions:**

- May be exposed to infection from disease bearing specimens
- May be exposed to infections and contagious diseases
- Exposed to hazards of handling diseased organs and tissues
- Regularly exposed to the risk of bloodborne diseases
- Exposed to hazardous anesthetic agents, body fluids and wastes
- May be exposed to biohazardous, radioactive substances
- Occasional exposure to unpleasant patient or unit elements
- Contact with patients under wide variety of circumstances
- May be exposed to/occasionally exposed to patient elements
- Subject to varying and unpredictable situations
- Travel required

**Vision Requirements:**

- Far acuity - ability to see clearly at 20 feet or more
- Near acuity - ability to see clearly at 20 inches or less
- Depth perception - ability to judge distances and space relationships

**Environmental Conditions:**

- Temperature changes - variations in temperature from hot to cold
- May be exposed to extremes of heat and cold in all weather conditions

**Required Protective Equipment:**

- Face protection
- Gown
- Lab coat
- Mask
- Non sterile medical gloves

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- (1) The performance of this function is the reason that the job exists and is a critical activity.
  - (2) There are limited employees among whom the performance of this function can be distributed.
  - (3) This function occupies a great deal of the employee's time.
  - (4) This function is highly specialized. Employees are hired for the skill/ability to perform this.
  - (5) Failure to perform this function may have serious consequences.
  - (6) The function was performed by past employees, and is performed by current employees.
  - (8) Exposure to bloodborne pathogens that requires use of personal protective equipment.

The above statements are intended to describe the nature and level of work being performed. They are not construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. 8510\_440.doc