



## CUPE Service

Date Posted: January 8, 2020

**Posting #:** 20-0007  
**Position:** Renal Aide  
**Status:** Permanent Part-Time  
**Program:** Community Care & Rehabilitation  
**Department:** Nephrology Satellite - Kirkland Lake  
**Site:** Initially Assigned to Nephrology Satellite

### **KEY FUNCTION:**

Support the clinical and technical teams by assisting with various tasks in the provision of safe and efficient hemodialysis to chronic hemodialysis dependant patients.

### **REPORTING:**

Under the general direction of the Clinical Manager, Nephrology.

### **DUTIES:**

1. Prepare and set-up patient health record in CyberRen (Electronic Medical Record).
2. Prepare, set-up, and prime dialysis machines pre-dialysis.
3. Disconnect tubing, clean and disinfect dialysis machines post dialysis and in between patients as per unit policy.
4. Troubleshoot machine alarms during run up, remove machines and complete on-line technical service repair report as required.
5. Perform order entry and lab data retrieval in the Meditech system and other host hospital lab data systems (i.e. entry of weekly patient bloodwork orders) as well as preparation of monthly and daily lab work bags for any bloodwork to be collected.
6. Deliver lab samples to host hospital lab as per individual host hospital protocol.
7. Complete pre-dialysis weight, blood pressure, and temperature and record in patient electronic record.
8. Assist in moving and positioning patients and equipment.
9. Assist with patient care and activities of daily living as required (e.g. patient comfort, transfers via wheelchair, stretcher or bed, and toileting as required throughout dialysis process).
10. Under the direction of the RN, assist with applying pressure on fistula or graft needle sites as required.
11. Perform post dialysis vital signs and weights as requested by the RN.
12. Maintain all stock and supply levels including rotating stock.
13. Prepare dialysis set-ups and stock for next shift of in-coming patients.
14. Provide assistance in planning corrective actions to ensure safety for patients and staff.
15. Participate in education and training specific to current, relevant federal and provincial health and safety legislation, standards and guidelines.
16. Participate in hospital training as required.
17. Assist with improvement initiatives as required.
18. Perform other duties as required.

### **QUALIFICATIONS**

#### **EDUCATION AND TRAINING:**

1. Minimum of a Personal Support Worker certificate from an accredited college.
2. Current Basic Cardiac Life Support (BCLS) and Automated External Defibrillator (AED) certificate is required.
3. Completed Dialysis Assistant certificate program is preferred.
4. Ministry of Labour "Worker Health and Safety Awareness in 4 Steps" training certificate is required.

#### **EXPERIENCE:**

1. Minimum of six (6) months' Personal Support Worker (PSW) experience in a healthcare environment within the last three (3) years.
2. Previous dialysis experience is preferred.

#### **KNOWLEDGE/SKILLS/ABILITIES:**

1. Demonstrated ability to work effectively and efficiently in a fast paced environment, and in stressful situations.
2. Demonstrated working knowledge of all equipment used in the delivery of patient care.

3. Demonstrated ability to deal effectively and co-operatively with all levels of staff, patients, physicians, volunteers and the public.
4. Demonstrated knowledge and understanding of the Ontario Hospital Association/Ontario Medical Association Communicable Disease Surveillance Protocols.
5. Demonstrated computer skills with intermediate proficiency in Microsoft Office software (e.g. Word, Excel, Power Point and Outlook) and patient information systems.
6. Demonstrated interpersonal and communication skills.
7. Ability to prioritize tasks.
8. Demonstrated compliance with HSN's privacy policy.
9. Demonstrated commitment to the safety of co-workers and patients.

**PERSONAL SUITABILITY:**

1. Successful criminal reference check is required for vulnerable sector.
2. Proven ability to work independently and in a team environment.
3. Ability to use tact and discretion in dealing with health care providers and employees.
4. Demonstrated commitment to ongoing professional development.
5. Demonstrated professionalism in dealing with confidential and sensitive issues.
6. Demonstrated positive work record and good attendance record.
7. Ability to meet the physical and sensory demands of the job.
8. Ability to travel between local sites.

**Selection Process:** Candidates will be selected for this position based on their seniority and ability to meet the normal requirements identified in the job posting. A resume or completed Application Form indicating skills and ability must be submitted. HSN reserves the right to conduct a formal interview/testing process where required.

**Shift:** Initially Assigned to Days

**French Language Service Designation:** Bilingualism is an Asset

**Salary:** \$26.5861.....\$27.8406/Hourly

Interested applicants for this position are encouraged to apply before **1600 hours on January 29, 2020**.  
The position will remain open until filled..

**HSN THANKS ALL APPLICANTS.  
ONLY THOSE SELECTED FOR INTERVIEWS WILL BE CONTACTED.  
WE WILL NOT ACCEPT APPLICATIONS AFTER THE CLOSING DATE AND TIME.**