

JOB TITLE: WARD ORDERLY

JOB ID: T1368

Old JOB Number: 0

REPORTS TO: WARD SISTER/SENIOR MALE NURSE/JUNIOR DEPARTMENTAL SISTER

Date revised: 1992-02-28

MINISTRY/DEPARTMENT: MINISTRY OF HEALTH - GEORGETOWN PUBLIC HOSPITAL CORPORATION

PURPOSE: To assist in the sanitary maintenance of the wards and help nurses to care for the helpless patients.

KEY OUTPUTS:

- Systems implemented for the collection and disposal of excretion and refuse.
- Clean and healthy wards.
- Satisfied patients.
- Systems for relaying messages, charts, etc.

RANGE OF ACTIVITIES:

- Assist with the feeding and cleaning of helpless patients.
- Ensure that eating utensils are retrieved from patients bedsides.
- Tidy, dust, clean and polish lockers and furniture.
- Sweep and mop floor and stairways.
- Remove bottles, bedpans, wash towels, bandages, etc., from wards and clinic rooms.
- Carry messages, charts, parcels etc.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Sound primary education, plus five (5) years experience as a Ward Maid.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The job holder uses guidelines from nurses in charge and administrative directions so decision making is more or less of a routine nature.
- The failure to carry out his/her functions could impact negatively on good nursing practices and could embarrass the hospital administration and ultimately, the Ministry's public image.

RESOURCE MANAGEMENT:

- No staff report directly to the job holder.
- The incumbent is not a budget holder nor he/she is responsible for any high-valued equipment.

COMMUNICATIONS: The job holder communicates through the Head of Department with senior officers and colleagues from other departments on issues pertaining to charts, messages, etc.

WORKING CONDITIONS: Normal hospital and nursing care situations. The incumbent is subjected to a shift system.

PREPARED BY: SENIOR PERSONNEL OFFICER

CHECKED BY: PRINCIPAL PERSONNEL OFFICER