

 Oroville Hospital Job Description for Patient Transporter	Department:	Radiology
	Dept.#:	7630
	Last Reviewed:	05/08; 08/12
	Last Updated:	

Reports To

Director Imaging

Job Summary

The Patient Transporter is to provide a safe, pleasant escort for our patients and their needs throughout their hospitalization.

Duties

1. Accompany patient upon admission and discharge
2. Transport patients to various hospital departments
3. Assist SDS/Admitting nurse as needed
4. Process Radiology films as needed
5. Perform duties as may be assigned by Supervisor
6. Traction equipment assemblage and maintenance
7. Order Central Supply items twice a week
8. Secure and deliver storeroom supplies
9. Pick up and deliver lab specimen and reports
10. Weigh patients upon admission
11. Participate in unit meetings and educational activities in order to develop skills and grow in awareness
12. Typing and collecting all items for x-ray file jacket including pulling next days jackets
13. Delivery of x-ray files jackets to proper locations
14. Filing pertinent items
15. Learn how to hang films on alternator
16. Any other duties as assigned by Supervisor
17. Ability to operate a Laser/film processor, protective garments, wheelchairs, gurneys, computers, typewriters, copy machines, and 10 key phones

Qualifications

1. High School graduate or equivalent
2. Current BLS
3. No previous experience is required
4. Medical terminology course helpful
5. Ability to demonstrate use of various equipment including but not limited to; computer, photocopy machine and present telephone system
6. Ability to relate well with physicians, patients of all ages, and co-workers
7. Ability to prioritize and problem solve
8. Maintain a calm and reasonable attitude at all times
9. Keeps all information regarding patients confidential

Lifting Requirements

Heavy lifting: up to 100 lbs. maximum with frequent lifting and/or carrying objects weighing up to 50 lbs. Must be able to stand, stoop and lift and walk without restrictions.