

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
10-04306	Medical Clerk Interpreter	Nurse Manager Inpatient Care	
Department Health	Division/Region Health	Community See Appendix A	Location See Appendix A

Fin. Code: See Appendix A

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
Provides Inuktitut and English translation between patients, medical and nursing staff, laboratory and radiology technicians, pharmacy staff, physiotherapists, other staff of the hospital, relatives and other visitors. Provides general assistance in clinical and patient areas and performs clerical and administrative duties as required.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.
The incumbent is responsible for providing interpreter services in English and Inuktitut (both written and oral) between patients, nurses, doctors, laboratory, radiology and pharmacy staff, and other visitors to the hospital (example family).

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.
Provides interpreter services in English and Inuktitut by: <ul style="list-style-type: none"> • Interpreting doctors', nurses' and other professional staff questions and explanations in terminology understandable to the patient and interpreting the patient's replies, questions, explanations and concerns.

- Interpreting and explaining to patients, medical and nursing procedures which are to be carried out, and reassuring patients in their own language
- Explaining medications to patients and writing up instructions to patients in syllabics as required
- Interpreting health counselling by nursing and medical staff to patients
- Maintaining patient confidentiality in all situations heard during the course of work

Assisting the medical and nursing staff in the care of patients directly or indirectly by:

- Assisting the Physician/Nurse by preparing the patient for examination
- Assisting the patient to understand the examination procedure if required, at the request of the patient or nurse
- Transferring patient from stretchers or wheelchairs to bed/exam table
- Escort patients to x-ray, ultrasound or lab as needed
- Providing simple comfort and hygienic measures for the patients
- Assisting in administration of Ventolin treatments
- Help feed patients (Peds or Adult) as directed by a nurse
- Weigh patients if directed by physician or nurse
- Assemble charts for Admissions and/or newborns
- Help strip and make beds as needed
- Stock all patient care areas as needed each shift
- Prepare night lunches and provide ice. Distribute to patients as directed by Nursing Staff
- Deliver specimens /requisitions to lab/x-ray as needed
- Clean & keep tidy Soiled Utility areas
- Put away clean utensils from CSR in appropriate areas
- Tidying, cleaning and restocking regularly, medical and surgical supply Trays/Cupboards in the department
- Being alert to and ensuring patients safety

- Stay at desk during Nursing Report time and when unit busy, as directed by nursing staff, to answer phones and patient call bells
- Make rounds with nursing staff – interpret nurse/patient questions and concerns as needed.
- Checking linen cupboard and notifying laundry attendant when required
- Small clerical duties (photocopying, faxing) as directed by nursing

Performs other duties as required by:

- Assisting in other units (OPD/OR/ER) as required
- Being available in all areas of the hospital for interpreting if required
- Translating English into syllabics, especially medication directions, or other patient related material
- Following safety rules and procedures as established for the work location
- Keeping the unit tidy and safe to avoid harm to patients
- Being alert to patient safety

- Other duties as assigned
- Follow Health & Safety procedures and protocols
- Treat everyone in a respectful manner

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

- Ability to understand and give simple instructions
 - Ability to copy notes from charts
 - Good working knowledge of medical terminology in complex hospital setting, working with multiple specialties
 - Must possess a positive attitude and be able to work effectively as a team member
 - Must have strong communication skills, both verbal and written
 - Must be fully bilingual in both English and Inuktitut
 - Must have knowledge of syllabics
 - Some typing skills are necessary
 - Office experience is an asset
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- High School Diploma
 - Medical terminology courses (Module 1-5) Required
 - Equivalencies will be considered for educational requirements as listed above
 - Minor nursing and clerical skills are acquired through on-the-job training
 - Certification (example, First Aid course, Basic CPR) is desirable
 - This is a Highly Sensitive Position. Vulnerable sector and Criminal Record Checks are required

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

GOVERNMENT OF NUNAVUT

STANDARDIZED JOB DESCRIPTION

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

Lifting and moving patients and equipment
Working in awkward positions under unusual circumstances

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

Exposure to unwell/upset patients and family members

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

Limited sensory attention

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

Periods of concentration (simultaneous translation/interpreting)
Attention to detail
Exposure to emotionally disturbing experiences

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>Date I certify that I have read and understand the Responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>Date I certify that this job description is an accurate description of the responsibilities assigned to the position</p>
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GOVERNMENT OF NUNAVUT

STANDIZED JOB DESCRIPTION

<p>_____ Deputy Head Signature</p> <p>_____ Date I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p>
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“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.”