



Job Code: 6820
Grade: X14
HCWR: N

Job Title
Transporter (SEIU 73)

Department
Transportation

Job Summary

Provides efficient transport of patients to and from diagnostic and treatment areas throughout the hospital, and timely transportation of expired patients from the unit to the morgue, in a safe and customer service-oriented manner.

Typical Duties

- Transports patients using equipment such as wheelchairs, stretchers, or beds; may include attachments such as oxygen and infusion pumps
- Identifies patient information and medical record, equipment to be used, and assists with the transfer to ensure the correct patient is identified for transport
- Utilizes telephones and pagers to receive and confirm patient pick-up requests and uses computers to navigate patient dispatch information
- Follows nurses' lead and direction for patient safety
- Returns any unused equipment to the department to be dispersed throughout the hospital - Cleans and sanitizes all transport equipment as designated
- Abides by Cook County Health & Hospitals System (CCHHS) personnel rules and CCHHS Rules of Conduct
- Performs related duties as required

Minimum Qualifications

- High School diploma or equivalent

Preferred Qualifications

- Previous experience as a hospital transporter

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge necessary to mobilize patients and maneuver transport equipment
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population comprised of diverse cultures and age groups
- Willingness and ability to abide by CCHHS personnel rules and the CCHHS Rules of Conduct
- Ability to maintain the confidentiality of patient related materials in compliance with HIPAA requirements.
- Ability to operate telephones and electronic pagers to receive and confirm patient pick up requests.
- Ability to operate computers to perform simple dispatch navigation tasks.
- Ability to read, write and comprehend is essential for patient safety and prevention of transport errors
- Ability to see and hear clearly (including with correction)



Knowledge, Skills, Abilities and Other Characteristics

- Ability to prioritize, manage time, solve problems, and take initiative
- Ability to function autonomously and as a team member
- Ability to work flexible work hours, including nights and weekends
- Demonstrated attention to detail, and accuracy for noting any special precautions concerning patient safety
- This position occasionally requires various types of physical exertion including but not limited to climbing, lifting, pushing, pulling, kneeling, and crouching, prolonged standing, walking, bending at waste, operating equipment, and moving moderate to heavy weight

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.