



Job Description

IDENTIFICATION

Position Number	Position Title	
CA	COVID-19 Screener	
Department	Position Reports To	Division/Region(s)
Acute & Ambulatory Care	Manager, Acute & Ambulatory Care	HRHSSA

PURPOSE OF THE POSITION

The COVID-19 Screener (Screener) is responsible for assessing eligibility for entrance to the facility by utilizing the screening checklist and tools provided, in order to support healthcare staff and prevent the spread of the virus during the COVID-19 pandemic.

SCOPE

The Screener works at checkpoints near the entrances to verify eligibility for entrance for all persons' entry into facilities by screening for symptoms, and referring individuals for secondary screening if required.

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or H.H. Williams Memorial Hospital (HHWMH). The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

RESPONSIBILITIES

- 1. Performs screening and assists with flow of patients, staff and visitors**

- Screens all visitors, staff and patients as they enter designated HRHSSA facility entrances for risks, symptoms and signs of COVID-19;
- Requests information from all visitors/ patients based on a list of questions;
- Ensures individuals entering the site are following proper precautionary measures;
- Fills out a log to track;
- Refers individuals to advanced screening as required;
- Follows the screener script and escalate uncooperative patients/visitors, as instructed.

2. Utilizes Personal Protective Equipment (PPE), infection control protocols, and the screening tools as appropriate.

- Ensures understanding of underlying rationale for infection-control protocols, and applies as appropriate for the facility
- Ensures PPE is appropriate and in good condition, worn at all times, and replaced as necessary
- Understands screening tools and applies as appropriate

3. Responsible for participating in on-site orientation.

- Understands and follows facility safety and usage protocols

POSITION ROLE IN CLIENT & STAFF SAFETY:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

Commitment to Client Centered Care

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The HRHSSA will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.
- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.
- Focusing on the experience of the client from their perspective and listening to their needs.
- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible

Criminal Record Check

Employment with the HRHSSA is contingent on providing a satisfactory criminal record check to the Human Resources Office prior to the official start date of a position.

WORKING CONDITIONS

Physical Demands

The incumbent will be required to perform screening either sitting or standing for regulated stretches of time.

Environmental Conditions

The incumbent will be stationed at the site entrance, encountering a variety of human traffic of unknown exposure to potentially infectious conditions.

Sensory Demands

The incumbent uses combined senses of sight and hearing when performing screenings, using observation as well as recording responses to make assessments.

Mental Demands

The incumbent may encounter non-compliant individuals who may take exception to being denied access. Hours of work will vary and may include evenings and weekends.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of health and safety practices
- Working knowledge of infection control protocols
- Customer service and conflict resolution skills

- Strong decision making skills
- Interpersonal and clear communication skills
- Demonstrated discretion when handling confidential information

Typically, the above qualifications would be attained by:

Completion of Grade 12; Experience working or volunteering in a healthcare environment is preferred.

ADDITIONAL REQUIREMENTS

Proof of immunization in keeping with current public health practices is required

CERTIFICATION

Position Number:

Employee Signature	Supervisor Title
Printed Name	Supervisor Signature
Date	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Director/Chief Executive Officer Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

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