

Patient Transport Manager Job Description

Job Title – Patient Transport Manager	Reports to: Chief of Clinical Services
Job Code-	Overtime Status: <input checked="" type="checkbox"/> Exempt (not eligible) _ Non-Exempt(eligible)
Department – Patient Transport	Prepared by: _____ Date: _____
Facility -	Approved by: _____ Date: _____
<p>Job Summary The incumbent will be responsible for the patient transportation in the hospital. The incumbent provides leadership, direction, coordination, and administration to the Patient Transport department. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>	
<p>Supervises</p> <ul style="list-style-type: none"> • Patient transporter 	
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Oversees daily operations of patient transport and dispatch function as well as all internal and external transportation for the hospital • Schedules, coordinates movement, and provides direction for all phases of patient transport • Maintains effective interdepartmental, intradepartmental, and other external relationships and communications to foster a service attitude and to cooperatively provide the highest quality health care service • Assures all patient transporters are trained and knowledgeable in patient transporting • Hire and train patient transporters 	
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Attends senior management meetings • Attends staff meetings • Facilitate patient transporter meetings 	
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> • Bachelor's 's degree in Health Care Management 	
<p>Experience</p> <ul style="list-style-type: none"> • Required - 2-4 years experience as a supervisor in a health care environment • Preferred - 2-4 years experience as a patient transporter manager 	
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office • Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 	
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>	
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>	

Patient Transport Manager Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive	X				
Sit			X		
Stand			X		
Walk			X		
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend	X			
	Squat	X			
	Crawl	X			
	Climb	X			
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
	Turn	X			
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds				
	Up to 50 Pounds				
	Up to 100 pounds	X			
More than 100 pounds					
Body Fluid Exposure	No		Yes <u>XXX</u>		
Mental Demands	YES		YES		
	Attention Span	X	Memory		X
	Concentration	X	Patience		X
	Conceptualization	X	Problem Solving		X
Influence People	X	Relate to Others		X	
Working Environment	YES		YES		
	Indoor	X	Loud Noise		X
	Outdoor	X	Fumes		X
	High Temperatures	X	Confined Areas		X
Low Temperatures	X	Radiation Area		X	

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date _____

Employee Signature _____

Supervisor-Print Name and Date _____

Supervisor Signature _____