

Patient Transporter Job Description

Job Title – Patient Transporter	Reports to: Patient Transport Manager	
Job Code-	Overtime Status: Exempt (not eligible) <input type="checkbox"/> Non-Exempt(eligible) <input checked="" type="checkbox"/>	
Department – Patient Transport	Prepared by:	Date:
Facility -	Approved by:	Date:

Job Summary

The incumbent will be responsible for the patient transportation in the hospital. 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.

Supervises

- None

Primary Responsibilities

- Perform patient transport to hospital standards and protocols
- Answers pages immediately for patient transport
- Completes requests in a courteous, timely, and professional manner
- Displays care, concern, and compassion to patient during transport
- Greets patient with genuine smile and greeting
- Delivers patient to destination and genuinely wishes patient well

Other Responsibilities

- Attends staff meetings
- Completes continuing education units as needed

Education/Certifications/Licenses

- High School Diploma or GED equivalent
- CPR certified

Experience

- **Required** - 1-2 years experience in health care environment
- **Preferred** - 1-2 years experience as patient transporter

Special Skills/ Equipment

- Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred

Contacts

Internal patients, providers, staff, and volunteers

External patients and providers

Physical, Mental Demands/Working Environment

Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.

Patient Transporter 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