



# DIVISION SCOPE OF SERVICE

<b>Division: NORTH TX</b>
<b>Classification: MEDICAL TRANSPORTER</b>
<b>Applicant Name:</b>

<p><b>Medical Transporter:</b> The Medical Transporter must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p>
<p><b>Definition of Care or Service:</b> Performs those functions necessary to support transportation of patients, equipment, supplies and documents throughout hospitals as required. These duties are performed in accordance with the facilities policies and procedures. Scope of service may include:</p> <ul style="list-style-type: none"> <li>• Coordinate with doctors, nurses and other medical professionals to take patients from their rooms to various locations for X-rays, scans, surgery and other medical tests or procedures.</li> <li>• Collect and deliver laboratory specimens to technicians, move medical equipment, wheelchairs and stretchers</li> <li>• Ensuring adequate and appropriate volume of inventory</li> <li>• Updates logs and documents the delivery of stock to storage locations, preparing product for shipping, restocking inventory, counting par levels,</li> <li>• Rotating stock to ensure no items are out dated, documenting the receiving and deliveries of supplies and equipment.</li> <li>• Performs cycle counting and physical inventory counts are completed as required by Departmental policy.</li> <li>• Keep receiving areas, warehouse shelves and aisles clean, organized and free of hazards and obstructions.</li> <li>• Maintains material handling equipment and reports any potential problems. Handles supply situations in an accurately and timely manner.</li> <li>• Demonstrates Clinical and Service excellence behaviors to include code of HCA conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.</li> </ul>
<p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>• Hospitals, Surgery Centers and Supply Distribution Centers</li> </ul>
<p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>• Direct supervision by the department leader of the patient’s location <ul style="list-style-type: none"> <li>○ Indirect supervision by the hospital department leader who is responsible for EMS/case management/care coordination</li> </ul> </li> </ul>
<p><b>Evaluator:</b> EMS Coordinator, director of case management / care coordination or designee</p>
<p><b>Tier Level:</b> 2</p>
<p><b>eSAF Access Required:</b> YES</p>
<p><b>Qualifications:</b></p>



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- High school diploma or GED
- Valid and current state driver’s license
- American Heart Association health care provider BLS Certification

**NOTE: Where education may not be defined in qualifications area of the Scope, HCA requires the highest level of education completed (not training or courses) confirmed on your background check.**

**State Requirements:**

- Valid state driver’s license

**Experience:**

- One – three years in materials management (preferred)

**Competencies:**

- Knowledge of stock and supplies delivered to departments, restocking inventory, counting par levels, checking barcodes, rotating stock to ensure no items are out dated, receiving and documenting deliveries.
- Handles supply situations in an accurately and timely manner.
- Able to lift and position patients
- Knowledgeable of documentation systems and logs utilized to document work flow and supply acquisition.
- Ability to drive and transport supplies in a safe manner.
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE)
  - Required immunizations per Division requirements
  - Complies with Isolation precautions

**References:**

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**Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

**Applicant Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_