



# Non-Nursing Duties Not Related to Direct Patient Care

**Job action can take many forms including the withdrawal of non-nursing duties that fall under other bargaining units.**

## **Portering**

- > Delivering lab specimens
- > In-hospital portering of patients for routine procedures
- > Moving beds/stretchers
- > Pick up/drop off patient meds

## **Clerical**

- > Faxing
- > Couriering
- > Collecting of money and valuables
- > Clothing lists
- > Restocking and thinning out patients' charts
- > Filing lab work and histories
- > Chart audits
- > Obtaining charts for physicians
- > Registering patients, retrieving charts and clerical admitting patients after midnight
- > Making appointments for patients/residents (e.g. medical imaging and family care meetings)
- > Completing payroll
- > Monthly mileage handed in for leased vehicles
- > Volunteer scheduling at clinics (refer to management)
- > Answering phones in the presence of admin staff

## **Pharmacy**

- > Checking for outdated pharmaceuticals
- > Checking and ordering stock drugs and supplies

## **Stocking**

- > Checking outdated sterile supplies

## **Dietary Food Services**

- > Handing out and picking up meal trays
- > Heating meals

## **Maintenance**

- > Changing light bulbs
- > Arranging maintenance (snow clearing, building maintenance etc.) should be deferred to management

## **Miscellaneous**

- > Responsibility for building security
- > Quality checks on equipment
- > Completion of management data collection tools
- > Management duties
- > Relieving unit clerks and receptionists on their breaks
- > Staffing: Management's responsibility 24 hours (except in emergent situations)
- > For unpaid meal breaks, give key to administration
- > Taking bodies to the morgue as requested

## **Housekeeping/Cleaning**

- > Cleaning bathtubs/beds
- > Making beds and folding laundry
- > Rinsing linen
- > Cleaning shelves
- > Cleaning floors unless there is an immediate hazard to the safety of patients and staff (only spills)
- > Emptying garbage bins
- > Emptying linen bags
- > Transporting linen bags
- > Moving furniture
- > Changing sharps containers
- > Cleaning fridge
- > Filling soap dispensers
- > Cleaning any equipment
- > Setting up cots for visitors