**We are consider only Mumbai Base candidates**

**Health Care Assistants (Ward Boy):-**

**Education: 10th pass with Training in General Duty Assistant or Patient Care**

* Bath - Assist patients for Shower (Bed Bath / Sponge Bath).
* Blood/Stool/Urine Sample – Assist in delivering and collecting report from Lab. Pot- Urine and motion pot giving to patient on call.
* Mobility Assist- Assist patient to toilet and obverses safe transition from one place to other.
* Assisting patients in walking and exercise as and when required.
* Cleanliness – Assist on Floor, ward, for dusting crash card, nebulizer, O2 cylinder, Procedure Trolley, other medical equipment.
* Inventory – Assist Nursing staff to Check and maintain I.V.Stand, TV remote, linen, uniform, other day to day activities.
* Patient uniform- Assists laundry staff to check all unclean linen uniforms & Send to Laundry dept.
* Medicine – collection & Return of medicine to Pharmacy.
* Diaper – changing of patient diaper.
* Assist nurse for giving position to patient.
* Death patient body packing.
* While shifting the patient take/give proper handover from dept/concern person.
* Assist in submitting Medi-claim files to TPA and follow the process at TPA.
* Take care of patient under supervision of nurses, medical assistants & Doctor.
* The nature of the HCA role will vary depending upon the area of work.
* Porters help transport patients to different areas of the hospital.
* Reporting at the call location on time & report to nursing/ department in charge.
* Informing the supervisor after a call so that the supervisor can allot another call.
* Transfer of patient from ICU to General ward and once transferred return ICU bed and other ICU equipment in ICU dept.
* Ensuring the safe movement of medical equipment.
* Transporting clinical waste and dangerous materials.
* Assist doctors, nurses, and other hospital employees with a variety of different tasks.
* Operate Bed, wheel chair, Stretcher Cleaning the Wheel Chairs.
* Daily take a count of wheel chair and update Supervisor
* Respond to emergencies in relation to cleaning hospital environment
* Dispose of wastes in wastebaskets as well as clean the wastebaskets
* Appropriately dispose of medical waste products like syringes, hand gloves, face mask, sachets of tablets, etc.
* Collect dirty clothes for appropriate washing.
* Iron the water-washed cloth and appropriately distribute water-washed cloth to patients.
* Wipeout blood or other body fluids and then disinfect the area of contact.
* Document the procedure involved in the disposal of hospital waste products, and ensure that the right procedure in line with the standard practice of the hospital, is followed.

·         Generally helps operating personnel across deptt in all kind of logistics such as collecting and delivering of material etc.

Register / Books maintain on ward/Floor/location.

* In and Out Shift
* In and Out internal building/hospital patient work.
* Dusting book – Record of cleaning

Urine Major Book – assist nursing staff