

HOSPITAL COURIER

GENERAL STATEMENT OF DUTIES: Performs patient transport, courier and mailroom activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class perform patient transport, courier and mail room activities at the Westchester County Medical Center. This level differs from the Senior Hospital Courier in that the latter may function in a lead capacity and exercise greater independence in carrying out assignments. Supervision is not a feature of this class.

EXAMPLES OF WORK: (Illustrative Only)

Makes regular stops at various offices, patient units, hospital divisions and areas for pick up and delivery of mail, lab specimens, X-rays, medical charts, and other items;

Transports patients to and from patient units for tests, procedures or therapeutic activities;

Makes emergency stops at various areas of the hospital to pick up and make deliveries or to transport patients, as directed;

Assists patients to and from beds, or during therapeutic activities as directed;

Sorts, delivers, picks up, stamps and seals inter-office and postal mail;

May assist in moving or cleaning equipment and supplies;

May unload and stock shelves with supplies;

Performs special errands, as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of techniques of transporting patients, specimens, mail and supplies, safely and efficiently; ability to read and understand simple directions; dependability; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Completion of two years of a standard high school or trade course; or (b) two years of work experience or (c) an equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).