



# Pic Mobert First Nation

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## Evening/ Weekend Medical Transportation Drivers

### Summary

The On Call Medical Drivers will work for the Pic Mobert Health Center to transport clients to access medical services outside the community on evenings and weekends. Evening and weekend Medical Driver schedules are developed monthly. Driving involves taking after hours clients to emergency or medical services and bringing them back when finished, or taking/ picking up clients from the Greyhound bus stop at the gate. Basic records are kept on dates/names of clients, use of the medical van, mileage and unusual incidents.

### The Duties are:

1. Based on the On Call Medical Driver Schedule, transport all evening and weekend clients who so request to medical appointments/ emergency services on request. These clients usually call the On Call Medical Driver directly at home or on the number listed on the schedule.
  - a. If a request comes in, the On Call Medical Driver must be there to take the call, or if the call is left on the answering machine, must pick it up within 15 minutes. The Driver must have a cell phone or have the van cell phone on him or her if not going to be home for a short period, and must be able to respond to the call within 15 minutes to ½ hr.
  - b. Scheduling: the Schedule is developed by the Referral Clerk. The On Call Medical Driver will be scheduled to work periodically a number of evening/ nights per week or on weekends each month. The Referral Clerk will call the On Call Medical Driver before each monthly schedule is finalized to make sure the days/ dates scheduled are workable.
2. Transport or pick up clients from the bus station or bus stop at the Pic Mobert gate. This is usually scheduled through the Referral Clerk. The on call driver must check on this list before 4:30 each day he or she is scheduled.
3. Pick up any medication from the pharmacy when requested by referral clerk. Should a client request medication to be picked up after hours, it must be of a very urgent matter. Prescription pickups should be scheduled with actual appointment trips. Any medication picked up by on call drivers after hours are to be delivered immediately to client. If it is a narcotic- these prescriptions must be locked up either at the clinic or in the lockbox until it can be given to referral clerk. On call drivers are not to deliver any narcotic prescriptions.
4. Complete all required paper work.
  - a. Fill out the gas and mileage sheet after each shift and leave in van.
  - b. Ensure medical slips / confirmation slips from clients are filled in by which ever health provider seen. Confirmation slips are to be handed in once a week to Referral Clerk.
  - c. Fill out incident forms if a safety or any other type of unusual incident occurs and notify the Referral Clerk as soon as possible.

- d. Report any vehicle problems / repairs needed to Referral Clerk at end of shift
5. Notify Referral Clerk well ahead of time if you can't take a scheduled shift.

#### Qualifications and Standards of Behaviour and Accountability

The On call Medical Driver must have

At least 5 years experience as a driver?

Clear CPIC

Current G Drivers License

Clear drivers record for 5 years.

There must be no drinking or drug abuse before or while on shift.

**Please drop off a cover letter and resume to the front desk at the Health Centre.**