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## POSITION DESCRIPTION

**POSITION TITLE:** FIT TESTER

**DEPARTMENT:** HUMAN RESOURCES

**CLASSIFICATION:**

**UNION:** MGEU – COMMUNITY SUPPORT

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** WORKPLACE SAFETY AND HEALTH OFFICER

**POSITIONS SUPERVISED:** NOT APPLICABLE

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## POSITION SUMMARY

Under the direct supervision of the Workplace Safety and Health Officer, the incumbent is to fit N95 and P100 respirators to staff who are at risk to exposure to known airborne or unknown pathogens and/or hazardous materials. Some instruction about the Interlake Eastern Regional Health Authority (Interlake Eastern RHA) Respiratory Protection Program is also included. The position of Fit Tester functions in a manner consistent with, and supports the Mission, Vision, Values of the Interlake Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Performs fit testing at various sites throughout Interlake Eastern RHA for new staff and every two years for current staff who use the respirators.
- Ensures the user has obtained a Respiratory Protection Program Module for review.
- Answers any questions or concerns about respirator use, care, donning and doffing of the respirator.
- Ensures the equipment is properly maintained and operational as per training e.g.
  - Disposable N95 masks and non – disposable P100 small and medium size.
  - Disinfectant
  - Hardware (grommets) for respirator hose attachment
  - Fit Testing administrative forms

- Ensures supplies are kept up to date.
- Manages fit testing schedules, assuring the attendance record is sent to payroll for inputting and equipment maintenance.
- Arranges transport or transports equipment to scheduled fit testing site as per pre-determined schedule.
- Prepares fit testing process including the equipment set-up and take down.. The PortaCount Fit Testing Unit needs to be calibrated at the start of each day by following the steps provided on the computer.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**SPECIAL TRAINING:**

Information and /or training will be provided within the probation period for the following:

- Knowledge of the respirators used within Interlake Eastern RHA e.g. their care, use, limitations etc.
- Understand their role within the Respiratory Protection Program (P&P #7-21);
- Be trained on how to perform a fit test by the Workplace Safety and Health Officer or their designate. Reference to the: *PortaCount Plus Model 8020 Operation and Service Manual. Second Edition. August 2006;*
- Work with the Workplace Safety and Health Officer for one fit testing day to ensure fit testing proficiency;
- Contact payroll for training and security access to the Quadrant Human Resources (QHR) user defined folder for Fit Testing;  
Develops forms for administration and evaluation purposes.

**OTHER**

- Performs other duties as assigned.

**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Minimum Grade 12 education.
- Successful completion of a recognized health care worker course e.g. EMS First Responder, Health Care Aide, other health related training

**REQUIRED KNOWLEDGE:**

- Basic computer skills.
- Knowledge and understanding of the terminology and core competencies of infection prevention and control in particular respiratory protection.
- Requires a driver's license.

**EXPERIENCE REQUIRED:**

- Previous related experience preferred.

**SKILLS/COMPETENCIES:**

- Ability to work both independently or as a team member and seek assistance as necessary.
  - Ability to problem solve and to identify appropriate resources for assistance.
  - Demonstrated organizational skills and ability to prioritize tasks required.
  - Excellent interpersonal and communication skills, both verbal and written.
  - General skills and ability to perform all tasks and responsibilities relevant to the duties of the position.
  - Ability to recognize and pursue self-development opportunities.
  - Effective verbal and written communications skills.
  - Ability to respond to a variety of simultaneous demands.
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Proficiency of both official languages is essential for target and designated bilingual positions.
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.  
Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*