Queen's School of Nursing Position Description

Position Title(s):	Personal Support Worker (PSW) or Patient Care Assistant (PCA)
Reports to:	Vice Dean (Health Sciences) and Director, School of Nursing
Prepared Date:	November 2026
Revised Date:	N/A
Employment Status:	Casual Part-time
Start Date	January 11, 2027
End Date	April 3, 2027
Schedule	Wednesdays from 07:00 Am to 15:00 PM (90 hours total) • January 13, 20, 27 • February 3, 10, 24 (note. No shift week of the 15th) • March 3, 10, 17, 24, 31
Renumeration	$25 per hour plus 4% in lieu of vacation

Job Summary	The School of Nursing is seeking an experienced **Personal Support Worker (PSW)** or **Patient Care Assistant (PCA)** to support a nursing student during their clinical placement. The PSW and student will work collaboratively within a **dyad model** to support safe, effective, and appropriate patient care, in collaboration with the clinical instructor and unit nursing team.
Working Conditions	• Work is performed within a hospital or comparable clinical setting during the nursing student's scheduled clinical placement hours. • The role requires direct, hands-on patient care in collaboration with the student, clinical instructor, and interprofessional team • Physical demands include mobility assistance, patient transfers, positioning, and use of patient-handling equipment
Position Performance Competencies	• Demonstrated proficiency in carrying out authorized patient care tasks safely, based on verbal direction and established care plans. • Strong capacity to maintain patient safety, recognize concerns, and seek guidance promptly within authorized role boundaries. • Proven ability to communicate clearly and collaborate effectively with the student, clinical instructor, and interprofessional team. • High level of accountability in documentation, infection prevention and control, and professional conduct. • Adept at supporting a learner with disability-related accommodation needs while upholding their autonomy, dignity, and confidentiality. • Ability to use and adapt to new technologies

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Qualifications	• Completion of a **recognized Personal Support Worker certificate program** or an equivalent qualification accepted by the hiring organization. • Experience providing **direct patient care**, preferably in a hospital or comparable clinical setting. • Demonstrated competence in **personal care, mobility assistance, positioning, transfers**, and safe use of patient-handling equipment. • Strong **communication skills**, including the ability to follow verbal direction, clarify instructions, recognize concerns, and seek assistance promptly. • Understanding of **PSW role boundaries**, accountability, documentation, confidentiality, and infection prevention and control. • Ability to perform the **physical duties** of the position safely, with appropriate equipment and accommodation where required. • A respectful, collaborative approach to supporting a learner with disability-related accommodation needs. • Completion of required **placement-site onboarding, screening, immunization, and training** requirements. • Experience **supporting learners** is an asset.
Technology Skills:	Microsoft Office suite, virtual meeting software

KEY DUTIES, RESPONSIBILITIES & EXPECTATIONS	
Patient Care	• Carry out authorized physical components of patient care based on the student's verbal direction and the established care plan • Perform personal care, mobility assistance, positioning, transfers, and safe use of patient-handling equipment • Provide respectful, person-centred care to patients throughout all interactions
Safety & Risk Management	• Maintain patient safety throughout care, including providing immediate physical intervention where required and within authorized scope • Obtain assistance promptly when patient safety is at risk • Seek guidance when directions are unclear, safety concerns arise, or an activity exceeds the PSW's authorized role

Communication & Collaboration	• Maintain clear, ongoing communication with the student, confirming understanding of care requested before proceeding • Collaborate with the student, clinical instructor, and interprofessional team in accordance with applicable ethical and safety standards • Support the student's autonomy and dignity while respecting confidentiality of accommodation-related information
Professional Conduct & Accountability	• Operate within defined PSW role boundaries and maintain accurate and timely documentation • Apply infection prevention and control protocols consistently throughout all patient care activities • Complete all required placement-site onboarding, screening, immunization, and training requirements

Application Process	
Application Portal	• Please use the link to application portal to submit your application. • Please make sure your cover letter and resume are combined into a single file as the portal will only one file for upload • **This posting closes on December 3, 2026**