



P.O. Box 25701
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www.guamcancercare.org

Job Title: Patient Transportation Driver
Department: Navigation & FAP
Reports to: Program Director
Effective date: TBD
Probationary Period: 90-Day orientation phase

Job Summary: The transport of patients to medical office and their private home in a safe and professional manner. Drivers will be responsible for keeping the vehicles and the equipment maintained, ensuring that the vehicle has all necessary supplies, completion of shifts forms, dispatching office of any changes in shift schedule or patient care and maintaining Guam Cancer Care professional code of ethics.

Duties and Responsibilities included but not limited to:

- Carry out tasks to execute the medical and support service plans including guiding patients to appointments and facilitating transportation when necessary.
- Will accompany patients to their appointments and is responsible for carrying out the physician's orders, prescriptions to be picked up from pharmacies and received on patient's behalf, ensuring patient is present for set appointments (chemotherapy and/or radiation treatment)
- Maintain a professional behavior, and attitudes in regard to patients, visitors and coworkers.
- The Patient Transportation Program Driver acts as on site representative to assist providers/patients with questions or direct them the Navigator or responsible party with in the program
- Will keep a detailed report of transportation utilization and facilities
- Completion of vehicle maintenance inspection prior to daily vehicle usage for safe and comfortable patient transport.
- Maintains patient confidentiality in accordance with HIPPA regulations
- Capable of understanding directions and the ability to read and use maps accurately.
- Perform all related duties as assigned by Guam Cancer Care Patient Transportation Program
- Perform other duties as assigned.

Position Requirements:

- High School Diploma
- Current BLS Certification
- Current and Valid Guam Drivers' License
- Traffic Clearance

- Must pass mandatory and random drug and alcohol screening
 - Must be able to lift up to 50 pounds
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