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## VACANCY POSTING

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| <b>Vacancy:</b>                 | Business Unit Clerk        |
| <b>Description of Position:</b> | <b>Temporary</b> Part time |
| <b>Number of Vacancies:</b>     | 1 Position                 |
| <b>Unit:</b>                    | Various Units              |
| <b>Employee Group:</b>          | CUPE Clerical/Technical    |
| <b>Wage Grid:</b>               | \$28.76 - \$29.86          |
| <b>Shift Work:</b>              | Yes                        |
| <b>Weekend Work:</b>            | Yes                        |
| <b>Reference Number:</b>        | #26-146 T-PT BUC VARIOUS   |

*Please note: This is for an existing vacancy*

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### ROLES AND RESPONSIBILITIES

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#### PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

#### SUMMARY OF POSITION:

Reporting directly to the Clinical Manager, the Business Unit Clerk (BUC) for the Department is responsible for overseeing the administrative activities, in an organized and professional manner, in order to ensure the smooth running of a well-structured unit. The BUC oversees the day-to-day activities of the unit while handling any problems or conflicts in a professional manner and in alignment with WDMH's Commitment Statement of Compassion Excellence.

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### NATURE AND SCOPE OF WORK

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#### ESSENTIAL FUNCTIONS:

- Reception, registration, and clerical duties includes, but not limited to:
  - Greet patients/visitors and handle their needs or provide direction
  - Answer patient/visitor inquiries and provides direction as required
  - Schedules and confirms appointments and completes applicable paperwork
  - Perform all necessary administrative task such as handling mail, sending correspondences, and computer tasks such as data entry
  - Collect, provide, and co-ordinate patient information as required for the continuity of patient care
  - Interact with service providers to support the hospital in its business operations
  - Ensure smooth running of the unit, managing internal and external challenges that may jeopardize business flow

- Prepare patient charts on discharge in universal chart order
- Initiating of patient chart at time of registration
- Organization of documentation and chart destruction as required under hospital policy
- Retrieval of patient charts
- Identify chart deficiencies
- Filing of all reports
- Answer nurse call system and dispatches nursing personnel
- Prepare daily patient listing and temperature sheets
- Arrange appropriate transportation and escort to external appointments if required
- Schedule appointments in Enterprise Wide Scheduling system or applicable booking system
- Utilize multiple Hospital systems (Maintains Enterprise Wide Scheduling, Maintains Wait Time Reporting system)
- Responds to emergency situations according to defined procedures
- Create and maintain a neat, professional work environment

#### **UNIT SPECIFIC DUTIES:**

Unit specific duties include, but are not limited to:

- Perform all registration/admitting tasks
- Collect and register patient demographic data, including verifying personal information, provincial and secondary insurance information, informing patients of Hospital policies/procedures and services, including any uninsured services
- Facilitate flow of information with Patient Care Team, patients, and families
- Provide relevant and requested patient information as requested, in accordance with WDMH's Privacy Policy (#AJ0300) and Release of Patient Information (#AJ0302 and AJ0303), as well as applicable professional guidelines and laws, including the *Personal Health Information Protection Act, 2004* (PHIPA).
- Transcribe physician's orders to Kardex
- Prepare and maintain record of discharges and or transfers
- Complete appropriate requisitions for diagnostic or therapeutic services
- Respond to patient/family inquiries related to hospital services/charges
- Ensures updates received are communicated to patients and the public, as required
- Works in collaboration within the inter-professional team

#### **SUPPORTS UNIT ACTIVITY:**

Supports unit activity duties include, but are not limited to:

- Refer identified patient problems to appropriate healthcare providers or related individuals as appropriate
- Meet with manager Health Records to discuss unit needs, and implements necessary changes
- Participate in new employee departmental orientation
- Participate in departmental CQI activities, continuing education, staff development and unit meeting

#### **OTHER DUTIES:**

Other duties include, but are not limited to:

- Organize stock rooms
- Order supplies
- Manage Switchboard
- Porter patients as required
- Miscellaneous job-related duties as assigned or as necessary

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## QUALIFICATIONS

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- Grade 12 Secondary School Diploma
- Completion of a recognized Ward/Unit Clerk program/Medical Office Certification or equivalent experience
- Working knowledge and use of medical terminology
- Must demonstrate discretion and professionalism in responding to inquiries and protecting confidentially patient information and issues
- Proficient and skilled in the use of computers to function in an electronic environment (Clinical Information System)
- Knowledge of various booking procedures preferred
- Demonstrated good attendance record
- Excellent time management skills
- Excellent Communication Skills
- Must be detail oriented, with strong organizational skills
- Must be resourceful and able to take initiative in a changing workplace environment
- Ability to relate well with patients, visitors, members of the health care team and the public
- Ability to multi-task in a hectic environment
- Ability to quick think and make practical decisions quickly and efficiently
- Competent in basic mathematic skills for data entry
- Basic Keyboarding skills
- Good hand eye coordination
- Excellent attendance and appropriate availability to fulfil shift commitment
- Ability to relate well with patients, members of the health care team and the general public
- Responsible for his/her own professional development
- Ensure that patients are treated within a safe environment
- Obtain a satisfactory Police Check (vulnerable sector)

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## ALIGNMENT WITH WDMH COMMITMENT STATEMENT

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The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

### ***Our Commitment***

*We are here to care for our patients with compassion - close to home and with our partners.*

*We pursue excellence in all we do.*

*We are one team. We value respect, accountability, innovation, and learning.*

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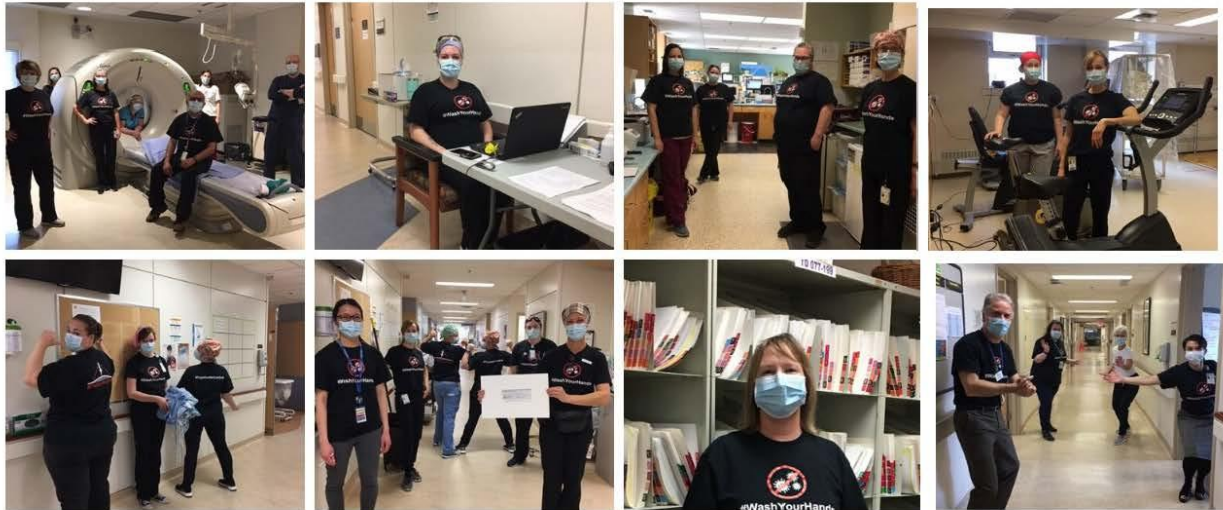
## APPLICATION INFORMATION

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Interested applicants should apply in writing, (by email only) indicating their qualifications in a cover letter and resume to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at:

**[hresources@wdmh.on.ca](mailto:hresources@wdmh.on.ca)**

**At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive, and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH. Accommodations are available on request for candidates taking part in all aspects of the selection process. We appreciate interest from all candidates, however only those selected for an interview will be contacted.**



# JOIN OUR TEAM

**We are #WDMH Proud!**

Winchester District Memorial Hospital (WDMH) has an award-winning reputation for compassionate excellence because we know that exceptional care involves more than good medicine.

- Our high patient satisfaction rates speak to our commitment to compassionate excellence and patient-centred care.
- We have been awarded Exemplary Standing from Accreditation Canada.
- We are One Team – with 1,000 staff, physicians, volunteers, and learners – all dedicated to providing the very best care close to home.
- We have fun! From Commitment Awards to door decorating contests, there is always something happening at WDMH to celebrate our team.
- WDMH provides an inclusive and welcoming place to shine, be recognized and feel valued. There are opportunities to advance and excel in your work and your career. Come join us!

## Get to Know Winchester District Memorial Hospital

WDMH is a rural teaching hospital just south of Ottawa. We care for our local communities from childbirth to seniors' care – and are a hub site for cancer care, dialysis and cataract surgery.

WDMH has a 24/7 Emergency Department and Diagnostic Imaging services, including digital mammography and CT scans. Day surgery and specialty clinics, with visiting specialists from Ottawa hospitals, mean that patients can receive care without travelling to the city. And we are committed to education and research.

For more details, visit [www.wdmh.on.ca](http://www.wdmh.on.ca).

## Get to Know Our Region

- Rural and suburban lifestyle
- Reasonable driving distance to bigger cities like Ottawa, Montreal, and the border to the United States
- Driving distance to St. Lawrence and Rideau water systems
- Lower housing costs with bigger lot sizes and local parks, open spaces and hiking trails
- Smaller schools
- Large variety of rural community and agri-tourism events

For more details, visit [www.northdundas.com](http://www.northdundas.com).

