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## VACANCY POSTING

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<b>Vacancy:</b>	Ward Clerk
<b>Description of Position:</b>	Temporary Casual
<b>Number of Vacancies:</b>	1 Positions
<b>Unit:</b>	Medical Surgical
<b>Employee Group:</b>	CUPE Service
<b>Wage Grid:</b>	\$22.729 – 23.555
<b>Shift Work:</b>	Yes
<b>Weekend Work:</b>	Yes

<b>Date Posted:</b>	April 19, 2021
<b>Closing Date &amp; Time:</b>	April 26, 2021 at 1700 hours
<b>Reference Number:</b>	#21-109 T-CAS WARD CLERK MEDSURG

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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 of the supporting unit, the Ward Clerk is responsible for providing clerical support to the Nursing Unit.

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## NATURE AND SCOPE OF WORK

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### Transcribes Physician's orders

- Completes appropriate requisitions for diagnostic or therapeutic services
- Initiates medication administration records
- Faxes physician's orders to Pharmacy Department

### Supports Departmental Communication

- Provides unit reception to visitors, patients
- Answers questions or refers to appropriate resource
- Answers unit telephone and redirects calls appropriately

- Communicates with nurses, MD's and Clinical Manager
- Answers nurse call system and dispatches nursing personnel
- Notifies Registration and Housekeeping Department of discharges or transfers
- Notifies Dietary department of new admissions, discharges or diet changes
- Pages physicians, allied health or other members of the health care team
- Prepares daily patient listing, and bed board
- Communicates, in a timely manner, pertinent information to members of the health care team
- Keeps the appropriate forms and patient education material up to date
- Keeps signage and staff communication up to date in collaboration with the Team leader

#### **Schedule Appointments**

- Schedules internal and external appointments and completes applicable paperwork
- Arranges appropriate transportation and escort to external appointments, if required
- Assembles and maintains adequate supply of admission charts and other supplies
- Initiates patient chart on admission
- Files diagnostic results following review by nurse
- Maintains and adequate supply of forms on the chart for documentation
- Initiates any transfer sheets and photocopies reports required for transfer
- Thins patient chart for longer stay patients
- Prepare patients chart on discharge
- Maintains record or discharges, transfers

#### **Supports Unit Activity**

- Participates in new employee departmental orientation
- Participates in departmental CQI activities
- Participates in continuing education, staff development and unit meetings

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### **QUALIFICATIONS**

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- Completion of a recognized Ward/Unit Clerk program/medical office administration program or equivalent experience
- Working knowledge and use of medical terminology
- Proficient and skilled in the use of computers in order to function in an electronic environment- Clinical Information System
- Knowledge of various booking procedures preferred
- Ability to work effectively without constant supervision and as an active member of the healthcare team
- Demonstrates a respectful and compassionate attitude to patients and the public

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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.*

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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)**

Winchester District Memorial Hospital welcomes and encourages applications from people with disabilities. 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.