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5W ADMINISTRATIVE OFFICER CLASS 2

STATUS: Permanent Part-Time
[Day]

DEPARTMENT: Puerperal Care

NATURE OF THE FUNCTION:

The incumbent coordinates activities of the Patient Care Unit under the direction of the Head Nurse or his/her delegate. He/she facilitates the effective functioning of the clinical unit by efficiently performing a variety of clerical duties. The incumbent also maintains effective communication (verbal/written) amongst all health care professionals and patients/families in order to accomplish these outcomes.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Follows the Hospital Code of Confidentiality.
- Answers telephone and screens calls appropriately.
- Conveys appropriate information to families and visitors.
- Answers patients' intercom and transmits messages appropriately.
- Establishes a telephone communication system for messages.
- Books patient appointments, tests and contacts physician about admissions and consultation requests.
- Records "stat" results and relays them to nurse and/or physician immediately.
- Notifies Nursing Resource Center secretary to book or cancel hospital hired sitters/companions. (After discussion with head nurse or delegate).
- Provides information to patient/families for hiring of private duty employees, as required.
- Initiates patient's chart on admission. Follows any other unit specific procedure for admissions.
- Checks and ensures that initial consent forms are signed.
- Checks charts in preparing for transfer to another unit. Notifies receiving unit agent of any omissions/problems.
- Checks charts for completion on discharge and sends it and any old charts to Medical Records.
- Checks charts for completion on deaths and sends to Admitting Office.
- Checks address-o-graph plates, upon reception, for errors. If any errors, notifies the Admitting Office immediately.
- Files all results into charts in chronological order.
- Prepares charts in proper order, pre and post surgery or tests.
- Stamps and adds new sheets to charts and order books if the need arises.
- Notifies Admitting Office regarding transfers, discharges and deaths and ensures that necessary forms have been completed.
- Keeps a record of admissions, transfers and discharge.
- Coordinates patient transport.
- Ensures that specimens are sent to the appropriate laboratories.
- Phones O.R. Booking Office for the list of patients scheduled for following day, if required.
- Keeps Dietary Department sheet up to date.
- Participates in payroll related activities, as requested.
- Informs patients about TV ordering system as necessary.
- Makes up new charts.
- Understands budget principles and performs his/her duties in a cost efficient manner.
- Maintains inventory management at a satisfactory level.
- Ensures that supplies are put away and cupboards are clean and tidy.
- Makes a periodical inventory of equipment and supplies.
- Keeps a record of equipment borrowed from or loaned to another department.
- Reports any non-functioning equipment to appropriate personnel.
- Performs other responsibilities as requested by Head Nurse or his/her delegate.

JOB QUALIFICATIONS AND REQUIREMENTS:

- Two years CEGEP
- Medical secretary training or equivalent
- Experience in a hospital setting
- Excellent interpersonal, communication and organizational skills
- Computer application skills
- Bilingual: French and English