Relevez un défi. Visez l’excellence.
Challenge yourself. Commit to Excellence.

For more than seven decades, the Jewish General Hospital has provided top-quality medical care to Montrealers and Quebecers of all ethnic and cultural backgrounds. That diversity — of origins, of languages, of skills, of expertise — has been an essential aspect of our staff for just as long. Now you can be part of this proud tradition, while fulfilling your professional goals in a hospital renowned for medical excellence and innovative research. Opportunities abound in this dynamic environment, where the ongoing evolution of the facilities and the regular addition of unique programs and services offer new vistas for personal growth. With so much attention to the needs of the patient, the Jewish General Hospital has naturally generated a culture that also focuses on the needs of the employee. It’s convenient, too! Located in bustling Côte-des-Neiges (the most multiculturally diverse neighbourhood in Montreal), the JGH is within easy reach of buses, two metro lines, restaurants and shops, and the downtown core. So come discover the Jewish General Hospital — and re-discover yourself by joining the team as:

ADMINISTRATIVE OFFICER CLASS 3 IN NUCLEAR MEDICINE

STATUS:
Permanent Full-Time
[Days]

DEPARTMENT:
Nuclear Medicine

Under the authority of the Chief of Nuclear Medicine, the incumbent types file summaries, scientific reports, procedural protocols.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

• Sorts and opens mail.
• Answers routine correspondence
• Prepares the list of patients to be seen by the technicians
• Assists the doctors and the chief technician in their administrative functions
• Ensures that exam requisitions are completed
• Answers the phone
• Confirms patients appointments
• Is in charge of patient files
• Calls patients for their exams
• Send informations to the patients for exams preparation.
• Order radiopharmaceutiacal products
• Keeps all files up to date
• Welcomes patients
• Sends exams results
• Performs all work that is not related to techniques of Nuclear Medicine.
• Assures and maintains patient safety, privacy and confidentiality.
• Performs all necessary computer work
• Ensures the safety of users in the activities and interventions performed and this, regardless of function and location (washing hands, infection prevention, falls prevention, etc.).
• Assures and maintains and contributes to patient safety, privacy and confidentiality

JOB QUALIFICATIONS AND REQUIREMENTS:

• Diploma of secondary as medical secretary or the equivalent.
• Knowledge of RAD-IMAGE is an asset

SALARY SCALE:

• From $16.80 per hour to $19.37 per hour

This is an internal posting. Staff interested in applying for this position may do so by submitting a Curriculum Vitae to the Recruitment Division by the posting deadline; 2013-12-11 to: recruitement@jgh.mcgill.ca.
*Please note that only applicants selected for an interview will be contacted.