



CAREER OPPORTUNITY

Position:	Casual Ward Clerk (ClerkIII) 10-22
Department:	Nursing
Commencing:	As soon as possible
Salary:	\$23.90 - \$24.56/hr CUPE 4807 Wage Schedule
Deadline:	Open until a suitable candidate is found
Job Description:	Enclosed

Riverside Healthcare Facilities Inc. invites applications from all qualified applicants.

To be considered, please send your completed cover letter, and resume by e-mail to human.resources@rhcf.on.ca or: by fax to 807-274-2898 by the deadline.

For more information, please contact Human Resources at:
human.resources@rhcf.on.ca



JOB DESCRIPTION	
POSITION (Title):	Casual Ward Clerk (Clerk III)
DEPARTMENT/SERVICE AREA:	Nursing
SITE:	LVGH
REPORTS TO (Title):	Manager, Inpatient Units

QUALIFICATIONS NECESSARY:

- Grade 12 or equivalent acceptable to the hospital;
- Well developed interpersonal skills with a mature outlook, skilled in communications with good comprehension of the English language - reading, writing and speaking, excellent penmanship;
- Observant, patient, tactful and conscientious;
- Sincere interest in service to people and demonstrated initiative.
- Comprehension of and familiarity with pharmacology and medical terminology obtained either through formal training or several years of experience;
- Must have accurate keyboarding skills and must be familiar with computer programs, Word Perfect and Windows;
- Able to assume responsibility and work under supervision closely following verbal and written instructions;
- Ability to communicate effectively with patients, families, co-workers, supervisors and medical staff;
- Dependable, competent and physically capable of performing the essential duties of the job.

BASIC RESPONSIBILITIES:

1. Function as a member of the nursing team, performing receptionist and clerical duties and maintaining an orderly and efficient nurse's station.
2. Interprets and processes physician's orders in collaboration with the registered nurse and communicates them to the appropriate members of the health care team.
3. Excellent communication skills including, but not restricted to, telephone responses and relaying pertinent information to the personnel on the

- nursing unit, other members of the health care team as required, and the public.
4. Assists in the organization of in-patient ambulance transfers.
 5. Attends and maintains minutes of ward meetings.

SPECIFIC DUTIES:

1. Is familiar with philosophy, objectives, policies and procedures of the nursing department and adheres to same.
2. Assists with patient admission, transfer and discharge.
3. Assists in arranging suitable accommodation for in-patients in accordance with patient's insurance, diagnosis and bed availability.
4. Protects patients and self by using proper body mechanics and medical asepsis.
5. Participates in the orientation of staff.
6. Ensures departmental supplies have been ordered bi-weekly and replenish stock when order arrives to ward.
7. Drop off order to pharmacy department each morning, Monday to Friday, and pick up from Pharmacy in the afternoon when order has been filled.
8. Maintain confidentiality of pertinent patient care information to assure patient rights are protected.
9. Assure that work areas are tidy and in-patient medical records are checked for completion before leaving at end of shift.
10. Aware of and communicates dietary needs/changes/restrictions to dietary department.
11. Ensures adequate supply of in-patient records are pre-assembled and available for patient admissions.
12. Participates in the Department's Continuous Quality Improvement Program, which includes, but is not limited to, "live" med rec audits, tracking COVID testing on admission, hand hygiene audits, "live" submission of BORN data, etc.

13. Carries out all work assignments safely and is knowledgeable of and in compliance with relevant regulations, policies and procedures. (i.e. Occupational Health and Safety Act).
14. Checks medical record of all discharged patients daily to ensure completeness.
15. Report equipment malfunctions to appropriate personnel as soon as possible.
16. Reports all unsafe/hazardous conditions, defective equipment, etc. to the nurse-in-charge, supervisor, or nurse manager or immediately.
17. Demonstrates the ability and competence to work with all computer systems and applications within the acute setting, such as, but not limited to, Meditech, BORN, Word, and Excel.
18. Other such duties or responsibilities as may be delegated from time to time by the nurse manager, her designate or the nursing supervisor.

CONDITIONS OF EMPLOYMENT:

1. Human Resource Policies
2. Corporation Policies
3. Department Policies
4. Union Contract