

THE ROYAL OTTAWA HEALTH CARE GROUP

EMPLOYMENT OPPORTUNITY ROM19-291

Notice of union position vacant – CUPE 942

Applicants who are not in the bargaining unit will only be considered after bargaining unit applicants

Date Posted: October 1st, 2019

Position: Ward Clerk II
Temporary Full-Time (1.0 FTE) Days
Contract End-Date: December 9th, 2019

Program: Geriatric Inpatient Unit

Location: Royal Ottawa Mental Health Centre

Summary:

The Ward Clerk position reports to the Manager of Patient Care Services, and provides comprehensive clerical support to the in-patient unit in the Clinical Program.

Duties:

- Greets visitors, provides information and direction, and answers phone.
- Communicates all discharges, transfers, bed changes and ALC to the designated person.
- Locates, and retrieves electronic and hardcopy clinical records as needed, ensuring that clinical record is available to the Nursing Units prior to an admission.
- Assembles charts in preparation for admission.
- Photocopies and files all legal orders and Mental Health Act forms.
- Disassembles and collates charts on discharge and sends current and previous to clinical records.
- Prepares requisitions for diagnostic tests, consultations and lab work; tracks and maintains accurate records of all requests/consults.
- Schedules all internal/external diagnostic tests and consultations & communicates to staff that results have been received.
- Responsible to maintain test results in computerized data base.
- Processes Mental Health Act forms completed by the physician as directed.
- Delivers physicians orders to Pharmacy and picks up medications as needed.
- Delivers lab specimens to the Venipuncture Lab.
- Maintain Patient Census information using designated protocols and software.
- Provides clerical support to the Manager and the Inpatients unit i.e., making phone calls, drafting/typing letters, assisting staff with the creation of educational material for patients/staff, receiving & sending mail, creating forms.
- Provides clerical support to the Program by taking/transcribing/typing and circulating minutes of Program related meetings.
- Orders/maintains adequate inventory of supplies; maintains inventory of taxi chits/bus tickets for the Inpatient Units.
- Picks-up and delivers pay stubs to the Inpatient Unit staff.
- Arranges office moves within the Program if requested.
- Orders and maintains adequate inventory of supplies.
- Keeps up to date all manuals, telephone lists, fan-outs, etc.
- Books rooms for meetings as requested.
- Ensures that all confidential material is shredded.
- Work in a manner that is in compliance with staff and patient/client safety practices, policies and procedures of The Royal.
- Ensure a work environment that is conducive to The Royal's Harassment-Free Workplace Policy.
- Other duties as assigned.

Qualifications:

- Minimum of OSSD with training in business, office procedures or related experience.
- Minimum typing speed of 35 words per minute.
- Demonstrates initiative and organizational skills.
- Demonstrates strong communication and interpersonal skill.
- Demonstrated ability to interact with the interdisciplinary team in a collaborative manner.
- Demonstrated ability to interact in a professional and caring manner with diverse client population.
- Demonstrated ability to work with computer software applications relevant to support clerical needs of the Programs, including, but not limited to Microsoft Outlook, Microsoft Word, Excel, PowerPoint, Meditech, and Internet Explorer.
- Demonstrated ability to operate photocopiers, fax machines, and Nortel Phone System.
- Knowledge of Mental Health Form application.
- Knowledge of hospital policy and procedures required.
- Demonstrated ability to prioritize and meet changing deadlines required.
- Attend annual WHMIS and Fire Safety demo.

- English level A- is mandatory in oral expression/comprehension, reading comprehension and written expression. Bilingual (French/English) is considered an asset.

Salary Range: **\$23.39 to \$25.62 per hour**

Date Required: **ASAP**

- All applicants must provide a recent resume that clearly indicate that they meet the required qualifications.
- Please apply directly to this internal posting at: <http://careers.theroyal.ca/> on or before **October 7th, 2019**.
- Applicants will be advised of their status in this competition by referring to the Successful Candidate listing which is posted on OREO and the Human Resources Bulletin Board.