



JOB DESCRIPTION

Job Title: Unit Clerk	Department: Nursing	Division: Bonnechere Manor	Reports to: Director of Care
Revision Date: December 2006	Salary Grid:		

Approval:	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____

Position Summary:

Under the direction of the Director of Care or designate, is responsible for clerical and administrative support to the Nursing and Medical staff for the facility. Consistent with the Mission and Philosophy of Bonnechere Manor contributes to the efficient operation of the Administration department within an interdisciplinary resident-focused team.

Qualifications:

- Post secondary business/secretarial program or equivalent office experience,
- Experience in a Long Term Care setting, an asset,
- Demonstrated competence in MS Word and Excel and electronic mail
- Medical Terminology required,
- Proven communication and organizational skills with a strong commitment to client focused service,
- Ability to function co-operatively and efficiently as a team member,
- Must have good understanding of various office machines,
- Demonstrated regular attendance standards in keeping with the County Attendance Management Program,
- Ability to meet and maintain health requirement standards as per Long Term Care Legislation.
- Physically capable of performing assigned duties within a flexible work schedule inside a 24 hour a day, 7 day a week operation.

Position responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew and Bonnechere Manor.
2. Performs telecommunication support for nursing units by answering telephones, relaying messages, notification to department of temporary or emergency operational requirements.
3. Replaces receptionist as required & and/or scheduled. Provides assistance with call-ins.



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4. Establishes a comprehensive clerical approach to enhance resident care by performing resident admission, transfer and discharge procedures, obtains authorization for resident release of information, participates in admission procedures regarding medical records, chart preparation and preparing resident "blue card". Co-ordinates for residents their ID pictures on admission and upon request of the Nurse in Charge or Resident Care Co-ordinator. Participates in the preparation of medical records for quarterly review. Maintains reference books and the policy/procedure manuals on the unit.
5. Utilizes and encourages staff participation in the utilization of the unit resident locator boards and attends resident conferences, on an as need basis or as directed by the Nurse in Charge and/or Resident Care Co-ordinator.
6. Establishes and maintains comprehensive control systems for unit supplies and work requirements by processing all unit documentation, including but not limited to, maintenance work orders, inter-office requisitions, supply lists, weekly drug supply lists, resident personal items/repair orders and co-ordinating resident mail delivery.
7. Operates and maintain various office equipment, including but not limited to, documentation imprinter, intercom system, fax machine, computer/printer, photocopier and scheduling files.
8. Establishes and maintains each resident's chart by completing Resident Fact Sheet, filing resident data on Medical Record using Chart Filing System, imprinting and placing standard chart forms in the charts as needed and purging chart of unnecessary forms on established schedule (noting that a record of the chart whereabouts if it is removed from a unit).
9. Provides clerical support to doctors and other health personnel at the unit workstation by preparing Resident Conference date calendar and contacts resident families, consultant professionals or technicians, as necessary. Assists in resident referrals by: making out lab requisitions, arranging resident medical appointments including resident accompaniment/transportation/nourishment for outside appointments and maintaining a record of all appointments in appointment book in keeping with current practice. Records physician's Progress Notes on multidisciplinary chart when required.
10. Maintains a current monthly list, including but not limited to, resident physicals, bath lists, assessment calendars, conference calendars, resident weight lists, "attends" utilization quota list.
11. Under the direction of the Director of Care or designate, provides material management/inventory support services (including supply delivery) that ensures approved nursing supplies are purchased and appropriately distributed in support of nursing services. Assists in maintaining an efficient utilization of departmental supplies through the identifying of resources required and monitoring of approved expenditures; including assisting the Director of Care to identify most economical utilization of supplies through investigation of competitive pricing of nursing purchases. Also maintains a current material/equipment inventory of



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departmental resources and liaison with RVH to arrange specific supplies, and/or 'loaner' equipment and arranging autoclaving of equipment.

12. Follows through accurately and in a timely fashion on direction and requests from supervisors.
13. Prepares County documentation as directed by supervisors.
14. Maintains competency through professional self-development by participating in professional group activities such as workshops and in-services and through applying skills and abilities to day to day role/functions. Participates in multidisciplinary committee work as required.
15. Consistent with resident-focused care approach to meet resident needs:
 - Assists with transporting and transferring residents as needed
 - Responds to any resident in need regarding call bells, telephone ringing and assisting any employee in need of help
 - Responds to and assisting any employee in need of help
 - Participates in interdisciplinary committee work as required
 - Demonstrates ability to respond positively to last minute changes that may occur
 - Supports the continuous quality improvement of the department by providing constructive ideas and solutions to problems and challenges.
16. Assumes responsibility for identifying and resolving conflict and seeking direction as needed.
17. Utilizes professional communications by establishing a working relationship with supervisors, and co-workers for the purpose of providing resident focused care.
18. Creates a facility environment that protects confidentiality of resident, staff and activities of Bonnechere Manor.
19. Performs other related duties as required.
20. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.



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LIMITS OF AUTHORITY

The employer has the following limits of authority for the position noted above.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.