



**North Eastman Health Association Inc.  
Job Description**

**Ward Clerk  
Cancer Care Manitoba – Pinawa**

**POSITION SUMMARY:**

The Ward Clerk is responsible for providing specific administrative and clerical support to the Pinawa Cancer Care Program. This includes stocking preparing treatment and exam room areas, preparing requisition, filing, transporting specimens, scheduling appointments as well as other non-nursing function related to the program. In addition, the individual will also undertake responsibility for specific projects as assigned. The position requires the ability to provide a combination of reception, secretarial and clerical duties and to maintain an excellent rapport with staff and the public. The Ward Clerk carries out the responsibility of this position in accordance with the Mission, Vision and Values of North Eastman Health Association.

**REPORTS TO:** Care Team Manager

**UNION:** MGEU - Facility Support

**QUALIFICATIONS:**

**Education & Experience:**

- Completion of Grade 12 or equivalent.
- Unit Clerk Certificate from a recognized school including medical terminology.
- Demonstrated proficiency in computer applications.
- Two to three years related acute care experience.
- Typing speed of 40 wpm.

**Knowledge, Skills & Abilities:**

- Excellent communication skills.
- Ability to operate required equipment.
- Ability to maintain positive working relationships in a team based working environment.
- Demonstrated ability to display professional conduct at all times when dealing with fellow staff members, public, Board Members, etc.
- Ability to work with a variety of sensitive information and to maintain confidentiality at all times.
- Demonstrated organizational skills.
- Ability to work under pressure and meet deadlines thereby establishing priorities and completing assignments on time.
- Ability to work with minimal supervision and frequent interruptions.

**POSITION DUTIES AND RESPONSIBILITIES:**

- Responsible for answering the telephone, referring calls and taking messages.
- Receives and directs clients, visitors, volunteers and health services providers.
- Sorts and distributes incoming mail.
- Performs clerical duties upon admission, discharge, or transfer of client. Completes death notice forms, enters appropriate information into electronic health records, and where applicable, disassembles paper chart.
- Transcribes physicians' written orders and completes necessary requisitions and forms. (Does not receive verbal telephone orders at any time).
- Transports specimens and requisitions to appropriate area as required.
- Compiles, collates and distributes statistics as directed.
- Orders, distributes and collects lunch trays for clients as directed. Maintains supply of coffee, ice fluids, etc. Restocks warming cupboard.
- Assists in making appointments for follow-up, lab, x-ray, scans, etc. as directed.
- Enters diagnostic reports in electronic charts as directed.
- Makes photocopies as necessary.
- Faxes requisitions, reports and lab results as necessary.
- Schedules appointments, and tests, based on treatment plan. This is communicated in electronic chart.
- Orders and prints test requisitions for next visit. Prints daily progress reports.
- Assists patients within the unit, and escorts to other areas of the hospital as needed.
- Establishes and maintains health records for all clients.
- Files returned report in clients' health records.
- Records information neatly, legibly and accurately.
- Ensures there are adequate supplies for the department, including non-stock items.
- Tidies and organizes desk, medication area, exam rooms and patient care areas.
- Cleans medication fridge when needed.
- Maintains adequate supply of health record forms, requisitions, stationary, and medication cards.
- Maintains and updates bulletin boards, magazines, pamphlets.
- Participates in staff meetings.
- Provides information pertinent to the performance evaluation of other by communicating information to the Manager.
- Complies with program, facility and departmental policies
- Evaluates own personal performance.
- Supports the program philosophies and objectives.
- Participates in the orientation of new staff members.
- Maintains confidentiality of patient information.
- Performs other related duties as assigned.

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Director, Human Resources Date

**NOTE: Original Signed and Dated November 8, 2006**