

## **NURSING**

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APPROVED: B. Kerwin, Administrator

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### **POSITION DESCRIPTION – WARD CLERK**

DEPARTMENT: Strathmere Lodge, Nursing Department

REPORTS TO: Director of Resident Care, Assistant Director of Resident Care (ADRC) or designate (Administrative Support Nurse or Nursing Coordinator)

POSITIONS SUPERVISED: None

HOURS OF WORK: 6:00 a.m. – 2:00 p.m., 2:00 p.m. – 10:00 p.m.; flexibility required

POSITION SUMMARY: Provides confidential clerical support to Strathmere Lodge.

#### **QUALIFICATIONS:**

- ❖ 1 year Medical Administrative Assistant Diploma from Community or Business College and/or 1 year of documented work related experience in a similar environment
- ❖ Demonstrated proficiency with Microsoft Office Suite and scheduling
- ❖ Demonstrated knowledge of medical terminology
- ❖ Ability to meet the physical demands of the job as specified in the physical demands analysis
- ❖ Proven written and verbal communication ability

#### **PRINCIPAL RESPONSIBILITIES:**

1. Replacing staff requests/absences in the Nursing Department (primarily) and both the Environmental Services and Food Services Departments (secondarily).
2. Distributing lab results to appropriate home areas after hours & notifying the lab (Dynacare) of the number of residents that need service prior to lab days via fax, check requisition forms for completion (stickers, signature, etc.).
3. Performing sundry clerical functions as assigned (e.g. filing, distributing supplies/documents to home areas, etc.).
4. Gathering all documents of deceased/discharged residents & disassembling the charts of such residents.
5. Handling incoming and outgoing calls for the facility.
6. Conducting tours of the home.
7. Prepares and posts Unifor & ONA Nursing Department schedules every 4 weeks.
8. Adheres to provincial occupational health and safety legislation and related Lodge/County policies/procedures in order to prevent injury to self or others, including: reporting injury hazards for remedy; and using personal protective equipment (PPE) appropriate to the task at hand.
9. Prepares worksheets weekly in consultation with the DRC and/or ADRC.
10. Filling non-pharmacological nursing orders weekly per request sheets and coordinates with Clinical Support Nurse (CSN).
11. Monitor and record vaccine fridge temperatures. Maintains file of fridge temperatures.
12. Fax Dr. Vandewalle and Puente's office all their new admissions face sheet profiles.
13. Process trades on Mondays, Wednesdays, and Fridays
14. Recopy and repost Unifor and ONA nursing schedules every Friday
15. Post new schedules when completed.
16. Provide update on staffing issues.
17. Complete antigen testing for visitors/staff in absence of Antigen Tester/Screeners.
18. Booking resident appointments, transportation and accompaniment, as required in absence of ASN.
19. Performing all other duties as assigned.