Job Title: Medical/Surgical Ward Clerk

FLSA Status: Non-exempt

Location: Medical/Surgical

Supervisor: Director of Nursing

Category: Regular Part-time Casual Temporary

Note: Regular, part-time, casual and temporary categories of employees are defined in the Employee Handbook. For a temporary employee, the nature of the position is for a specified amount of time. For the casual employees, the work hours are intermittent (variable based on hospital needs). Temporary and casual categories are not entitled to certain benefits, as per the Employee Handbook.

1. **Scope and Range of Responsibility:** The Ward Clerk position performs a variety of duties related to the medical records and smooth running of the Med/Surg unit. The position maintains medical record integrity in assembling, filing and retrieving confidential information, takes and transcribes meeting minutes as assigned. May assist Nursing Assistants with patient care as needed and assigned.

2. **Organizational Structure:** The incumbent’s supervisor is the Director of Nursing. The Director of Nursing is responsible to the Chief Executive Officer.

3. **Mission Elements of Mountain Communities Healthcare District:** MCHD provides patient care to patients of Trinity County. In addition, we offer a full-service emergency room, OR services, acute care, a skilled nursing facility, a health clinic and a dental clinic. It is our mission to provide excellent patient care and customer service to all who walk through our door.

4. **Position Responsibilities and Duties:** *Position Responsibilities* are rated as part of the employee’s competency-based performance appraisal. Within the parameters established by the Chief Executive Officer, and approved policies and procedures, the incumbent is assigned the following position responsibilities and duties:

   **A. Age Specific**
   
   - Staff introduces themselves to patients and family members
   
   - Provides for identified educational needs to patients and family members within the CNA scope of practice
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- Involves patients and family members as appropriate in decision making and patient care planning
- Provides patient and family members with verbal and written instructions on patients’ care needs within the CNA scope of practice
- Incorporates religious and cultural beliefs into patient’s care as stated by patients or family members
- Provides for communication needs of patients and family members if usual channels are bypassed
- Uses equipment appropriately and follows manufacturer’s recommendations based on specific criteria, e.g., age and weight
- Paces education sessions to compensate for learning disabilities or slowed cognitive function of patients
- Ensures patients take frequent breaks to allow for patient fatigue and decreased muscle tone
- Changes patient’s position slowly to compensate for decreased circulatory force
- Provides for patient’s privacy, elimination, mobility and safety needs in planning care
- Provides warming or cooling measures to compensate for patient’s decreased thermoregulation abilities
- Speaks clearly and directly to patients to assist with discrimination of sounds
- Focuses light directly on objects to enable patient to see material as clearly as possible
- Provides for communication needs of patients with identified disabilities, e.g., hearing loss, poor vision
- Other duties as assigned

B. Position Specific Responsibilities

- Assembles discharged patient records within three working days after receipt
- Analyzes discharges for completion and appropriate signatures

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- Accurately abstracts discharged records according to current systems
- Files and retrieves records requested
- Reviews new admission charts for completion in a timely manner
- Promptly files current charts on a routine basis
- Prepares admissions packets
- Assists with admission process, preparing chart, obtaining addressograph card, charging system requirements
- Assists with discharge instructions as requested
- Assists patient in collecting belongings for discharge, obtaining signatures
- Uses patient supply charging system appropriately
- Completes purchase orders on days assigned
- Assists with inventory control as assigned
- Obtains or prepares all charting forms used on the unit
- Always answers phones, within four rings, in a courteous manner and identifies self and department
- Logs and routes telephone order slips
- Files lab and xray requisition and results, assuring results are placed in charts for all tests ordered
- Reviews all chart forms for completion, notifies staff of needed corrections
- Assists in scheduling appointments, making transportation arrangements as requested
- Assists with answering call lights in emergencies
- Assists feeding patients during staff shortages
- Assists nurse noting orders when needed
- Assists in keeping unit “survey” ready
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- Assists doctors with rounds as requested by nurse or doctor
- Applies knowledge of medical terminology and English language rules to the transcription and proofreading
- Utilizes word processing component to assist in accuracy and formatting of reports
- Proofreads all reports and makes corrections prior to printing and distribution
- Utilizes acceptable abbreviations
- Files reports in a timely and routine manner
- Types accurate and error free transcription with minor errors
- Collects data for studies as requested
- Participates in CQI monitoring as required
- Other duties as assigned

5. **Qualifications:**

- Graduation from an accredited program for Certified Nursing Assistants
- Successful completion of the California State Certified Nursing Assistant Exam, or reciprocity from another state
- Valid Certified Nursing Assistant Certificate for the State of California
- CPR certification required
- Must have no disciplinary action or abuse record

6. **Position Knowledge:** Must have ability to transfer concepts into practical application. Must have a basic knowledge of patient service activities. Must have a working knowledge of infection control practices and patients rights. Must have an understanding of the organizational structure of the hospital and maintain a good rapport with Administration and all other hospital departments and personnel.

7. **Work Conditions:** The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential
functions. Walking, standing, pushing, pulling and lifting in patient care areas. Must be able to
work in spite of frequent interruptions. Must have ability to read work product of others.
Auditory acuity to hear patient verbal communication and gather data using ausculatory skills,
visual acuity to observe patient assessment data and use manual documentation tools, manual
dexterity of hands and feet to ambulate and manage multiple pieces of
equipment/tubes/invasive lines. May have high exposure to communicable diseases and blood
borne pathogens, and rare exposure to toxic substances. Must be able to perform complex
mathematical analysis and calculations. Must exhibit high level of concentration and attention
to detail. Must have the ability to work with a team, prioritize work. Interactivity with others is
professional and appropriate.

8. Other Position Requirements:

- Must agree to and pass a criminal and civil background check and OIG Screening
- Must agree to and pass a pre-employment substance abuse screening
- Must agree to and pass a pre-employment physical and two-step TB test
- Must be able to provide “right to work” documentation upon appointment

Supervisor: ______________________________
Signature: _______________________________ Date: __________________

Employee: ______________________________
Signature: _______________________________ Date: __________________

Copy to: Employee’s Personnel File