



Provincial Job Description

TITLE:
(002) Placement Clerk

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates the allocation of hospital beds for all clients/patients.

QUALIFICATIONS:

- ◆ **Office Education certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate keyboarding skills**
- ◆ **Basic medical terminology**
- ◆ **Communication, organizational and interpersonal skills**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience performing patient registration clerk duties.**

KEY ACTIVITIES:

A. Patient Placement

- ◆ **Receives calls from physicians to admit patients, complete appropriate paperwork.**
- ◆ **Coordinates placement with central admissions.**
- ◆ **Consults with nursing, physicians, and unit staff, place patients according to established patient placement guidelines.**
- ◆ **Communicates with other sites and other physicians to facilitate client placements.**

B. Bed Management

- ◆ **Maintains accurate current census and bed list, prints for appropriate individuals as necessary.**
- ◆ **Tracks bed closures, transfers, discharges, shortages.**
- ◆ **Coordinates and chairs bed management meetings.**
- ◆ **Notifies senior management should bed situation become critical.**

C. Related Key Work Activities

- ◆ **Prints admission/discharge summaries.**
- ◆ **Stocks/orders/requests all supplies and forms for patient registration.**
- ◆ **Records deaths according to procedure; notifies coroners and/or pathologists.**
- ◆ **Performs data entry, maintains database.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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