

NORTHEAST MONTANA HEALTH SERVICES
FAITH HOME CAMPUS
JOB DESCRIPTION
WARD CLERK

NAME: _____

ACCOUNTABLE TO: **DIRECTOR OF NURSING**

PURPOSE OF YOUR JOB POSITION

To assist the hospital professional staff and medical staff to preform their duties in a timely and efficient manner and to keep open communication between employees and departments. To transcribe, and communicate physician’s orders, and to promote guest relations.

Public Relations: In your position as Ward Clerk, you have a responsibility to represent Northeast Montana Health Services – Faith Home Campus in the utmost professional manner-promoting customer relations. Your personal contact and communications with the public, other facilities, and agencies, via telephone or in the building is essential to customer satisfaction at our facility. You shall have authority only as granted by the Supervising Nurse in specific assignments.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste , and odors, etc.
4. Is subject to hostile and emotionally upset residents, families and visitors.
5. Is willing to work beyond normal working hours, weekends and holidays.
6. Is knowledgeable of multiline telephone paging and computer systems.
7. Must be willing to seek out new methods and be willing to incorporate them into existing practice.
8. Must be able to handle crisis situations in a professional courteous manner.

ESSENTIAL JOB QUALIFICATIONS

1. Must have knowledge of terms used by Medical Staff.
2. Must have knowledge of all forms and the accepted way of filling them out.
3. Must be 18 years of age or older.

ESSENTIAL JOB FUNCTIONS

1. Must be able to work flexible hours.
2. Must be able to speak the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, family members, physicians and co-workers.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
8. Must be able to lift a minimum of 50 pounds.
9. Must display ability to maintain absolute confidentiality at all times.

MAJOR RESPONSIBILITIES

1. Transcription of Physicians Orders
 - a. Notify all departments on arrival of new resident.
 - b. Notify kitchen of resident's arrival and what their department needs to do for the residents as soon as possible.
 - c. Update Physician's orders daily in the computer.
2. Keeps communication channels open
 - a. Appropriately handle all incoming messages or secure professional staff to receive information.
 - b. Effectively use all paging systems.

- c. Directs family/visitors to appropriate waiting areas.
 - d. To relay messages or information to directed individuals or agency in a timely manner.
 - e. Arrange for transfers.
 - f. Assist other departments when necessary.
3. Admitting and discharging of residents
- a. Fill out admission forms.
 - b. Maintain current transfer sheets for each resident.
 - c. Must be able to admit and discharge resident using computer system.
 - d. Close charts for discharged residents.
 - e. Purge resident charts as necessary.
4. Miscellaneous duties
- a. File departmental month end forms in residents file.
 - b. File lab slips.
 - c. Order IHS medications, pick them up from IHS and ship them to St. Johnson for packaging.
 - d. Cover in business office when necessary.
5. Resident and employee education
- a. Attend in-services as scheduled.
6. Abides by all policies of Northeast Montana Health Services
- b. All Nursing Policies
 - c. All Personnel Policies
 - d. All OSHA Regulations
 - e. All Corporate Compliance
 - f. All HIPAA
 - g. All Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor _____ Date _____ Employee _____ Date _____