



POSITION DESCRIPTION

POSITION TITLE:	SLATING CLERK – OR/ ENDOSCOPY
DEPARTMENT:	CLINICAL PROGRAMS
CLASSIFICATION:	SLATING CLERK
UNION:	MGEU – FACILITY SUPPORT
STD GRP. #	23

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	CLINICAL TEAM MANAGER
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

As a member of the health care team, performs duties related to patient/ clients care in accordance with established policies. The Slating Clerk – OR/Endoscopy must be able to function effectively in a dynamic and demanding environment.

The position of Slating Clerk – OR/ Endoscopy functions in a manner consistent with, and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

Advocates on behalf of the IERHA as a whole

- Promotes the mission, vision and goals of the IERHA
- Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Protection Act (FIPPA), Regional Health Authority policies and any other applicable legislation

- Adheres to all policies and procedures
- Reports for work as scheduled in a prompt manner

Acts as a receptionist to assigned area

- Receives and relays telephone and other messages for designated departments including Endoscopy Central Intake/ Operating Room
- Addresses all patients/ visitors in a kind and courteous manner
- Collects and addresses all referrals/booking forms for assigned area

Ensures all referrals received are addressed in a timely and accurate manner

- Monitors fax for referrals
 - Sorts referrals based on urgency identified
 - Processes referrals based on urgency identified
 - Reviews referrals for completeness and addresses missing information on referral
- Maintains communication with registered nurse regarding appropriate placement of procedure into SIMS waiting room
 - Monitors SIMS slate for efficient slate utilization
- Processes preadmission of patient into ADT system (for Central Intake)
 - Processes procedure into SIMS system and notifies the physicians Surgical Office Assistant of booked procedure and forwards appropriate documentation
- Communicates with the physicians Surgical Office Assistant as required
 - Responsible for slating Endoscopy Central Intake Procedures/ Operating Room Surgeries received within the IERHA

Provides administrative support, general correspondence and filing

- Maintains an adequate filing system under the direction of the manager
- Maintains revisions to policies and procedures and ensures they are placed in the appropriate manuals
- Maintains unit ledgers/ records and compiles statistical monthly reports
- Faxes telephone consult forms to appropriate agencies (i.e. echograms, CT scans, angiograms, etc.) and notifies patient of dates as required

Ensures effective communication within the department and the organization

- Communicates and consults with the manager
 - Communicates and consults with Endoscopy Central Intake and Clinical Resources Nurses (where applicable)
- Attends staff meetings
- Maintains communication book and memo board
- Communicates with department staff, individually and as a group, to promote efficient functioning and high morale
- Communicates with other managers to achieve efficient function of all services
- Liaison with outside agencies as required
- Follows proper accurate shift report
- Reports all pertinent information in a timely manner
- Answers the phone professionally and relays messages appropriately

- Reports unusual incidents to the nurse in charge or manager and completes occurrence reports as required

Promotes safety and health in the workplace

- Understand and follows legislation and workplace safety and health requirements
- Follows established safe work practices
- Uses appropriate safety devices
- Ensures that equipment is in good working order and reports faulty mechanisms to the nurse in charge
- Ensures that equipment in facility fire, safety and disaster plans as well as policies related to security and patient/ resident care
- Reports incidents that result in injury to patients/ residents, staff, visitors or self and reports unsafe acts and workplace hazards
- Assists in determining the cause of accidents and supportive to corrective action
- Cooperates with the Workplace Safety and Health Committee and others on safety and health issue

Demonstrates professionalism within the code of conduct

- Demonstrates the ability to accept and adjust to change
- Assumes responsibility for own actions
- Maintains a professional appearance in conjunction with the IERHA Dress Code Policy
- Maintains an acceptable state of health in accordance with the Attendance Support & Assistant program (ASAP)
- Exhibits confidence and initiative in the work environment

Ability to recognize and pursue self-development opportunities

- Maintains and updates professional skills, certifications, leadership skills and knowledge through continuing education programs, literature reviews, publications and conferences
- Maintains knowledge of new developments in departmental areas through journal reviews, interest groups, lectures and committee work
- Participates in continuous quality improvements

Assists with training new staff as required

- Participates in orientation and mentoring of new staff as assigned

OTHER

- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Ward Clerk certification from a recognized educational institute

REQUIRED KNOWLEDGE:

- Good understanding of medical terminology an asset
- Knowledge of Indigenous communities

EXPERIENCE REQUIRED:

- Demonstrated competence in ADT system
- Demonstrated competence in SIMS

SKILLS/COMPETENCIES:

- Ability to understand and follow verbal and written communication
 - Ability to inter-relate constructively with staff, physicians, patients, residents and their families.
 - Demonstrated interpersonal skills through clear communication and positive behaviors within the Respectful Workplace Policy
 - Demonstrated Indigenous cultural sensitivity competence
 - Ability to work with minimal supervision
 - Ability to organize and prioritize tasks
 - Ability to recognize and pursue self-development opportunities
 - Ability to respect and promote confidentiality
 - Ability to respect and promote a culturally diverse population
 - Ability to work in a team environment
 - Ability to work with minimal supervision and frequent interruptions
 - Mental and physical ability to meet the demands of the job
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset
 - Proficiency of both official languages is essential for target and designated bilingual positions
 - Completes and maintains a satisfactory pre-employment security check
 - Satisfactory employment record
-

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - May be required to travel throughout the region as duties may require.
 - Required to wear approved uniform, footwear and protective equipment.
 - Refrain from the use of perfumes or strongly fragrant health and beauty aids.
 - Long periods of sitting at a desk.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
-

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facilities' Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: September 2019
Date

Revised: March 2022
Date

Approved by: _____
Regional Manager/Supervisor _____ Date

Approved by: _____
Regional Lead/ CEO _____ Date

Reviewed by: _____
Regional Lead, Human Resources _____ Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.