

Totally Kids Specialty Healthcare

Nursing

Job Title: Unit Secretary

Position Description:

The Unit Secretary performs non-nursing clerical and receptionist functions at the unit level. Tasks involve the receiving, recording, and transmission of information relating to resident care which requires a general knowledge of medical terminology and nursing procedures. As one of the key liaison persons, the position involves continuous contact with nursing personnel, members of the medical staff, visitors/residents on the units, and other support departments. It includes the overall daily consideration of residents' care, supplies, and maintaining current medical records.

Reporting Relationships: Reports to Nurse Manager / Director of Nursing

Duties Summary:

1. Acts as an advocate in providing a safe environment by:
 - a. Remaining calm in emergency and other situations.
 - b. Operating equipment correctly and safely.
 - c. Labeling and reporting defective or malfunctioning equipment.
 - d. Utilizing measures to prevent infection according to Totally Kids Specialty Healthcare policies and guidelines.
 - e. Responding calmly and effectively to emergency situations per established protocols.
2. Demonstrates personal attributes and behaviors by:
 - a. Accepting reasonable assignment.
 - b. Setting priorities.
 - c. Utilizing time efficiently.
 - d. Demonstrating affective decision-making and problem-solving.
 - g. Maintaining positive interpersonal relationships with peers residents and families.
 - h. Manifesting positive behavior change in response to instruction and guidance.
 - i. Working with minimal supervision and utilizing resources.
3. Responsibility to adhere to policies on attendance and dress code
c. Attend mandatory facility in-services.
4. Acts as a receptionist; handles incoming and outgoing communications for the unit, both written and oral. Assists

- physicians, students, nursing staff, residents, and visitors by answering their questions and helping with their needs.
5. Processes all written orders, checks, and completes charts as soon as possible in order of their priorities.
 6. Attends and participates in unit secretary meetings and other Educational programs as required.
 7. Maintains and orders office supplies as needed.
 8. Maintains resident records by:
 - a. Replenishing forms as needed.
 - b. Filing resident related forms in charts on a daily basis
 - c. Monthly and bi-monthly thinning of charts.
 - d. Completing facility forms and records for resident transfers to other facilities.
 - e. Updating medical and treatment record as per written orders.
 9. Responsible for maintaining all records and filing appropriately including Controlled Substance Sheets, Pharmacy Refills, and pharmacy receipts.
 10. Inputs all physician orders into database and prints monthly physician orders, med/treatment forms and resident data sheets.
 11. Inputs all initial information for admissions and coordinates with Case Manager, Medical Records, and MD/PA.
 12. Responsible for auditing all logs for completion on a daily basis (Physician Visit Logs and Laboratory Book)
 13. Assists Nurse Manager with filing.
 14. Inputs all Nursing Schedules.
 15. Acts as receptionist when the need arises.
 16. Possesses excellent telephone manners, speaks distinctly and courteously.
 17. Utilizes tact, diplomacy, and good public relations in contacts with medical staff, residents, visitors, and other employees.
 18. Maintains a functional unit environment by keeping the area neat and uncluttered.
 19. Performs other duties as assigned.

Qualifications:

1. Knowledge:
 - A. Willingness to participate in goal setting and educational activity for own professional development.
 - B. Ability to relate and work effectively with others.
 - C. Demonstrated skill in verbal and written English communication.
 - D. Self-directed individual with demonstrated use of initiative.
 - E. Commitment to institutional standards, policies, and departmental philosophy.
 - F. Demonstrates ability to work with residents, staff and other

Members of the team.

2. Education/Training:
 - A. High school graduate or equivalent; one year of college preferred.
 - B. Training and experience with medical terminology and as a unit secretary or medical assistant preferred
 - C. Ability to work accurately and utilizes effective time management.
 - D. Current certification in CPR

Physical Requirements:

Reading, writing and verbal skills.

Lifting requirements: Generally not lifting or carrying objects that weigh greater than 40 pounds.

Physical skills necessary to operate equipment:

- A. Must be able to stand, reach in all directions, lift and carry objects.
 - B. Must have fine motor skills.
5. Must be able to read patient information, posted materials and other printed material.
 6. Must be able to speak, read, write and listen in English with a skill level essential for communication in a sub-acute facility.
 7. Must have normal physical stamina.
 8. Must be able to perform chest compressions and hand resuscitator ventilations during CPR.
 10. Must be able to bend and twist.
 11. Must have full use of both hands.
 12. Must be able to walk intermittently, for six to ten hours per shift.
 13. Ability to concentrate, use good judgment and maintain accuracy in the face of frequent interruptions and heavy workload.

Psychological Requirements:

1. Commitment to an understanding of one's level of knowledge, skills and limitations.
2. Demonstrated ability to maintain an appropriate level of emotional control with all patient groups; make appropriate safe decisions in critical situations.
3. Have the ability to separate personal life from work situation and requirements.
4. Have the ability to maintain attitude appropriate to the situation; trustworthy, friendly, cooperative, supportive of good customer relations.
5. A willingness to continue to build or improve personal skills.

Category of Risk for Blood Borne Pathogens Exposure:

Category II- Moderate

Job classification in which Health Care Workers have a moderate risk of occupational exposure to Blood borne Pathogens.

Ability to use Equipment:

Knowledge and skills necessary to obtain and use appropriate equipment related to the various services performed in this facility including phone, fax and computer

Conditions:

- A. Classified as an hourly wage employee.
- B. To receive a 90 day review, annual performance reviews, and interim reviews as indicated to meet goals for improved performance.
- E. Demonstrates understanding and commitment to adherence and support of Totally Kids/MVCCC philosophies/policies and Goals.

Approved By:

Director of Nursing

Date

Medical Director

Date

Facility Administrator

Date

Review Date: _____

Reviewed By: _____