



## UNION JOB DESCRIPTION

**JD1229**

<b>JOB TITLE:</b>	Patient Placement Clerk	<b>JOB DESCRIPTION NO.:</b>	F.CI.10007.002
<b>CLASSIFICATION:</b>	Clerk V, Admitting (Bed Booking)	<b>GRID/PAY LEVEL:</b>	F 21
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	10007
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	10007
<b>PROGRAM/DEPARTMENT:</b>	Admitting and Patient Flow	<b>BENCHMARKS (If Applicable):</b>	10007
<b>REPORTING TO:</b>	Manager or designate		
<b>FACILITY/SITE:</b>	Nanaimo Regional General Hospital (NRGH)		

### JOB SUMMARY:

In accordance with the Mission, Vision and Values, and strategic directions of Vancouver Island Health Authority patient safety is a priority and a responsibility shared by everyone at VIHA and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Performs patient placement and hospital bed control functions.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Assess the hospital bed situation daily, verifies empty beds and reserves beds for admissions on the Admission/Discharge/Transfer system in accordance with Utilization policies and procedures.
2. Notifies the Utilization Reviewer or designate of any imminent bed shortages.
3. Places booked and planned surgical patients on the nursing units as per the established Utilization policies and procedures.
4. Places Emergency admitted patients on the nursing units according to the established Utilization policies and procedures.
5. Takes direct admission by telephone from doctors and the Emergency Department Registered Nurses and communicates these to the appropriate nursing unit.
6. Records discharges received from Nursing Units on the Admission/Discharge/Transfer system.
7. Receives and records requests for patient transfers within the Hospital and to other centres following the standard hospital procedure for complying with requests.
8. Admits patients from the waiting lists according to the acuity level of the patient, based on Utilization policies and in consultation with the Utilization Reviewer or designate.
9. Books lumbar and cervical myelogram procedures, and angiograms in cooperation with Medical Imaging, based upon Utilization policies.
10. Transcribes physicians' orders for laboratory and medical imaging diagnostic tests from the book requisition, in accordance with established procedures.
11. Performs other related duties as required.

### QUALIFICATIONS:

## **Education, Training And Experience**

Grade 12 and three years' recent related experience or an equivalent combination of education, training and experience.

## **Skills And Abilities**

- Ability to keyboard at 45 wpm
- Knowledge of medical terminology.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.