



UNION JOB DESCRIPTION

JD159

JOB TITLE:	Pre-Admission Clinic Clerk	JOB DESCRIPTION NO.:	40469
CLASSIFICATION:	Clerk IV (A), Admitting (Outpatient Booking)	GRID/PAY LEVEL:	F 17
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10015
UNION:	HEU	JOB/CLASS CODE:	40469
PROGRAM/DEPARTMENT:	Anaesthesia & Surgical Services; Pre-Admission Clinic	BENCHMARKS (If Applicable):	10015
REPORTING TO:	Manager or designate		
FACILITY/SITE:	VIHA-SI (VGH-Eagle Creek Village) (RJH)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or designate, interviews and documents information for Pre-Admission Clinic patients in accordance with established procedures and performs related general clerical duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Contacts pre-booked patients to confirm bookings, to obtain pre-admission information, to give the patient all the necessary instructions pertaining to pre-admission and pre-preparation for testing or treatment procedures and to explain related hospital policies and procedures; completes form letters and check lists.
2. Interviews patients upon admission to verify information and to obtain any additional information for correction in the patient master file. Prepares identification plate and bracelet.
3. Schedules outpatient appointments for areas such as Radiology, Physiotherapy, and the Laboratory for Pre-Admission Clinic.
4. Directs patients to and from various departments as required.
5. Assembles returned test results into packages, checking protocol lists to ensure packages are complete. Gives packages to the Pre-Admission Clinic Nurse for screening.
6. Assembles pre-admission packages with required material for pre-booked patients and files awaiting the patients' admission.
7. Responds to enquiries such as patients' condition and room location in accordance with to established policies and procedures.
8. Collects appropriate user fees and issues receipts to the patient; balances cash at the end of the shift.
9. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12 and two 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 deal effectively with others.
- Ability to organize work.
- Ability to operate related equipment.
- Ability to communicate effectively both verbally and in writing.
- Physical abilities to carry out the duties of the position.