



UNION JOB DESCRIPTION

JD169

JOB TITLE:	Nursing Unit Assistant - Operating Room	JOB DESCRIPTION NO.:	40276/F.CI.10317.002
CLASSIFICATION:	Nursing Unit Assistant	GRID/PAY LEVEL:	F SD16A
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10317
UNION:	HEU	JOB/CLASS CODE:	SI:40276; CI:10317
PROGRAM/DEPARTMENT:	Anaesthesia & Surgical Services	BENCHMARKS (If Applicable):	10317
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Royal Jubilee Hospital; Victoria General Hospital; Nanaimo Regional Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of Island Health (Vancouver Island Health Authority), 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.

Reports to the Manager or designate. Performs a variety of reception, clerical, and office support duties such as receiving visitors, answering telephones, typing a variety of technical and non-technical material, timekeeping, compiling and providing records of Operating Room activities, and adjusting the Operating Room slate by using word processing and software tools such as Windows, Outlook, and the Operating Room Scheduling and Operative System (ORSOS).

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Performs a variety of clerical duties to provide a record of Operating Room activities such as ensuring all Reports of Operation and add-on slips for scheduled and unscheduled cases are accounted for and complete; inputting data into a computer using word processing and database software tools such as ORSOS; checking daily Patient Operating Room reports and making corrections; and running Crystal reports from ORSOS and distributing records and reports as required.
2. Performs reception and office support duties for the Operating Room such as receiving and directing visitors to the Department, responding to reception desk enquiries, forwarding enquiries to the appropriate person, and taking messages as required; phoning to request test results, recording results, and relaying to physician or nurse; typing a variety of correspondence, memos, reports, and manuals; picking up, preparing for distribution, and delivering mail to the central distribution area; photocopying; maintaining department filing systems; and completing requisitions for supplies by securing authorizing signature.
3. Performs a variety of clerical duties related to the daily adjustment of the Operating Room slate by receiving notification of emergency surgery procedures to be incorporated into the Operating Room slate, completing booking forms, forwarding to Clinical Nurse Leader for time allocation, and upon time confirmation, contacting operating physicians and relevant departments to notify of scheduled time; notifying physicians as required of rescheduled operations; receiving the next day's projected Operating Room slate and forwarding information to Anaesthetists; and receiving notice of surgery cancellations, phoning to obtain and record information about the cancellations, and returning booking card with information to the Booking Office.

4. Performs timekeeping and related duties for the Operating Room such as completing timekeeping records and processing to payroll; entering information such as scheduling data into computer terminal; maintaining and checking payroll reports against original records such as information on vacation, sick time, overtime, absenteeism, and informing the Clinical Nurse Leader of any problems; and receiving and distributing pay advice and cheques to Operating Room employees and returning uncollected cheques as required.

5. Under the direction of the Manager and according to established guidelines, performs duties related to staffing activities such as accepting calls from staff regarding illness or absence from work and communicating information to the Manager or designate; telephoning identified relief staff; and posting and maintaining staffing schedules as directed.

6. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, medical terminology and graduation from a recognized Nursing Unit Clerk program plus one year's recent related experience or an equivalent combination of education, training, and experience.

Skills And Abilities

- 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 keyboard at 50 wpm
- Ability to organize work.
- Ability to operate related equipment.
- Ability to utilize a variety of computer software applications.