



UNION JOB DESCRIPTION

JD2912

JOB TITLE:	Psychiatry Nursing Unit Assistant	JOB DESCRIPTION NO.:	40558 / F.VI.10317I.002
CLASSIFICATION:	Nursing Unit Assistant; Clerk IV (Statistics)	GRID/PAY LEVEL:	F SD16A
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10317; 10208
UNION:	HEU	JOB/CLASS CODE:	SI: 40558 CINI: 10317I
PROGRAM/DEPARTMENT:	Mental Health & Addictions Services	BENCHMARKS (If Applicable):	10317; 10208
REPORTING TO:	Manager or designate		
FACILITY/SITE:	VIHA CI: NRGHVIHA SI: RJH		

JOB SUMMARY:

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

Reporting to the Manager or designate and under general supervision, positions at this level perform a variety of clerical duties related to the operation of a patient care area. This includes duties such as acting as a communication link for the Unit by transcribing and processing physicians' orders, communicating with other departments and hospitals, coordinating patient appointments, arranging patient tests and receiving results, receiving and directing visitors and telephone answering. Maintains patient statistics and completes assigned administrative regulatory and statutory duties related to inpatient and extended leave psychiatric care. Utilizes a variety of computer software applications including word processing, spreadsheet, email, and computerized applications. Assembles and maintains patient charts.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Prioritizes, processes, coordinates and transcribes physicians' orders and performs necessary follow up action.
2. Acts as a communication link for the Unit by contacting other hospitals and departments, including collaborating with bed booking by exchanging information related to bed availability to assist in admissions, discharges and transfers. Answers telephones; transfers calls, takes messages or answers routine enquiries. Phones other departments to receive and copy down patient test results. Receives visitors, provides information and directs to appropriate area.
3. Schedules, books and coordinates patient appointments by receiving appointment requests, making follow up appointments, adjusting arrangements as directed in accordance with patient and facility requirements and assigning to the appropriate time, date and location. Arranges patient tests. Maintains appointment diaries by arranging and confirming appointments.
4. Assembles and maintains patient charts, inputs patient data and transcribes information into relevant systems such as MARS, Kardex, charts or electronic health record systems. Attaches documents to charts such as laboratory and special examination reports and dismantles charts for Health Records upon patient discharge.
5. Performs related clerical duties such as keyboarding, data entry, filing, compiling, preparing and maintaining statistics such as the daily census, producing reports, delivering and picking up items, ordering supplies through stores and takes meeting minutes as necessary.
6. As per established guidelines provides administrative, and clerical duties related to inpatient and extended leave by:

- Maintaining a database by inputting, tracking and monitoring patient/client information from completed certification documentation.
 - Assisting psychiatric staff with administrative follow-up requirements for patients on extended leave as determined by the Review Panel or as directed by a Psychiatrist or other designated staff.
 - Arranging and scheduling hearings of the Review Panel, coordinating time, date and location of the various participants, including patient and/or advocates, appropriate health care providers, and the quasi-judicial Review Panel members.
 - Contacting participants to confirm hearing date, time and place, adjusting and coordinating schedules as required.
 - Assembling patient charts, reports and information as required by the Review Panel.
7. Acting as liaison with Staffing Services, as directed by Unit Coordinator or in-charge regarding unit staff, faxing and filing leave forms, distributing staff flow sheets.
 8. Maintaining electronic records for unit staff such as names, addresses, phone numbers for disaster call-in lists.
 9. Under direction of the Manager or designate arranges for patient transportation and makes inpatient or outpatient appointments.
 10. Observes patient call signals and relays messages to the appropriate personnel as necessary.
 11. 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.