



UNION JOB DESCRIPTION

JD292

JOB TITLE:	Medical Stenographer - Laboratory	JOB DESCRIPTION NO.:	40333
CLASSIFICATION:	Medical Transcriptionist	GRID/PAY LEVEL:	F 18
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10603
UNION:	HEU	JOB/CLASS CODE:	40333
PROGRAM/DEPARTMENT:	Diagnostic & Surgical Services; Laboratory	BENCHMARKS (If Applicable):	10603
REPORTING TO:	Transcription Supervisor or delegate		
FACILITY/SITE:	Various VIHA SI Sites (RJH)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient & staff 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 Transcription Supervisor, or delegate, transcribes reports for Pathologists and other Laboratory staff, types other documents, performs clerical duties related to processing reports, and answers telephone as required.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Transcribes from dicta-tape or rough draft reports including gross surgical, microscopic surgical, peripheral blood, cytology and bone marrow reports. Transcribes autopsy reports into set format.
2. Completes procedure to finalize reports including filling in accompanying forms, sending for signing and receiving back-completed reports, photocopying, and dispatching in the mail. Separates and files copies of reports.
3. Types memos, correspondence and documents for Pathologists and other laboratory staff as required.
4. Answers telephone and relays verbal information concerning reports according to established procedure.
5. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, graduation from an approved program in medical transcription and one year's recent, related experience or an equivalent combination of education, training, and experience.

Skills And Abilities

- Ability to keyboard at 60 wpm
- 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.