



UNION JOB DESCRIPTION

JD5374

JOB TITLE:	Clerk, Colon Screening Program	JOB DESCRIPTION NO.:	5374
CLASSIFICATION:	Clerk IV (A), Admitting (Out-Patient Booking) ; Clerk III, Receptionist	GRID/PAY LEVEL:	F 17
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10015; 10304
UNION:	HEU	JOB/CLASS CODE:	40743
PROGRAM/DEPARTMENT:	Colon Screening Program, Medicine	BENCHMARKS (If Applicable):	10015; 10304
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Gorge Road Hospital; Nanaimo Regional General Hospital		

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, the Clerk, Colon Screening Program (CSP) schedules and books patients appointments according to established CSP booking procedures, BCCA guidelines, and in evaluation of patient information such as patient history, pertinent reports and patient risk factors relevant to the scheduled procedure, provider availability and other departments. Determines appointment priority and schedules patients using appropriate electronic scheduling and computer software applications. Provides data entry and clerical functions related to patient information for the Colon Screening Program.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Schedules and books patient appointments according to established CSP booking procedures, the priority as identified by BCCA guidelines, evaluation of patient information such as patient history, pertinent reports and patient risk factors, provider availability and other departments. Notifies relevant areas of any specific needs/information.
2. Completes data entry for patient demographics and appointment information according to department requirements by using electronic scheduling, registration systems, MS Word processing and spreadsheet software tools.
3. Receives referrals from provider offices and screens for completeness of referrals in accordance with BCCA guidelines, and departmental requirements. Assembles referral documents for booked procedures and notifies physician offices of missing histories and consults. Returns incomplete requests to the provider offices; returns incomplete BCCA referrals that do not qualify according to patient medical history.
4. Waitlists patients in the Colon Screening electronic booking system according to patient medical history and designated priority.
5. Prepares and creates Colon Screening Program (CSP) Endoscopy slates by gathering patient information such as patient name, type of procedure, attending physician; assigns patients to the CSP Endoscopy slate according to type and expected duration of procedure.
6. Notifies respective areas of adjustments and/or changes made to the CSP Endoscopy slate.

7. Notifies physician offices, booking departments, and Endoscopy units of procedure dates and times and of any changes to the CSP Endoscopy schedule.
8. Notifies patients by telephone or email of upcoming procedure dates, times and assigned Endoscopist.
9. Maintains records of procedures performed and related Endoscopy data including BCCA paperwork and procedure follow-up information.
10. Performs receptionist duties in assigned area by answering the telephone, taking and relaying messages.
11. 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 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.