



## **GOODLAND REGIONAL MEDICAL CENTER** **JOB DESCRIPTION**

**JOB TITLE:** Ward Clerk/ED Tech

**RESPONSIBLE TO:** Supervisor Registered Nurse/Director of Nursing

**JOB SUMMARY & SKILLS NECESSARY:** Attends to nursing station performing reception and clerical duties for nursing service personnel during course of assigned shift. Additionally responsible for registration of patients after hours and as needed. Assists nursing staff, patients and hospital visitors as required and/or directed by the Supervising Registered Nurse.

**SKILLS:** Able to work independently and focus on the task at hand in the midst of a busy environment. Positive attitude and people skills are a necessity. Must be detail oriented and perform a thorough job in all that is done. Skills needed: Telephone etiquette, filing, maintain patient charts, word processing, photocopier and fax machine. Strong customer service skills.

### **ESSENTIAL JOB FUNCTIONS:**

1. Demonstrates behaviors consistent with organizational mission & goals.
2. Demonstrates practices to keep all medical information confidential.
3. Demonstrates behaviors that promote positive patient/staff relations.
4. Comes to work as scheduled; arrives for work on time.
5. Demonstrates proper safety practices in carrying out job duties.
6. Appearance is appropriate to job duties; wears identification on duty.
7. Demonstrates appropriate job competencies.
8. Able to respond to patient needs such as providing ambulatory assistance, lift/transfer assistance with appropriate orientation.
9. Complies with organizational policies in course of duties.
10. Displays dependability and punctuality.
11. Accepts responsibility for information contained in the employee handbook.
12. Meets policies and procedures, QA, Safety and Infection Control standards of the area.
13. Prioritizes work and provides prompt, efficient service to staff, patients and visitors.
14. Admits patients to appropriate level of care, has appropriate paperwork signed and files and scans reports and results to the appropriate chart.
15. Answers and directs phone calls to the appropriate personnel or department.
16. Completes clerical duties in the event a patient is transferred to a higher level of care.
17. Completes clerical duties in the event of a patient's death.
18. Completes clerical duties related to the discharge of patient; dismantle paper chart and check for completeness and accuracy.
19. Audits clerical completion of appropriate level of care, demographic data, and admission status of patient electronic medical record.
20. Maintains current patients' charts and/or records.

21. Appropriately attends to correspondence, reports, and filing and telephone duties.
22. Maintains a positive working relationship with nursing and ancillary staff, patients and visitors.
23. Assists with care and maintenance of nurses' station equipment and supplies.
24. Maintains adequate departmental records, reports and files as assigned.
25. Participates in educational programs, meetings and in-service trainings.
26. Performs monthly inventory on Med/Surg and ED Pyxis
27. Assists with chart audits
28. Assists with proficient operation of the ED.
29. Monitoring and maintaining stock levels of the ED and Med/Surg supplies
30. Obtains Vital Signs
31. Performs EKG's
32. Transporting patients around hospital on stretchers and in wheelchairs as needed.
33. Performs other related duties as assigned or requested.

**POSITION QUALIFICATIONS:**

**Minimum Education:** Minimum of high school education or GED equivalent. Prefer prior experiences as ward clerk or similar, but will train on the job.

**Minimum Experience:** Experience preferred but will train on the job.

**Certification or Registration if required:** N/A

**PHYSICAL DEMANDS:**

**Stand:** Frequently  
**Walk:** Frequently  
**Sit:** Occasionally  
**Squat/Kneel:** Occasionally  
**Bend:** Occasionally

**Lift/Carry:**  
 10-25 pounds: Occasionally  
 26-40 pounds: Occasionally

**Push/Pull:**  
 10-25 pounds: Occasionally  
 26-40 pounds: Occasionally

\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\*

**WORKING CONDITIONS:** Prolonged, extensive, or considerable standing/walking; assists with lifting and moving patients; lifts supplies and equipment; considerable reaching, stooping, bending, kneeling and crouching. Regularly exposed to the risk of blood-borne diseases/illness; may be exposed to various patient elements.



I have received, read, and understand this job description for my position at GRMC:

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Description Prepared by: Allison Mulch, RN, BSN, DON

Signature/Title \_\_\_\_\_ Date: \_\_\_\_\_