



POSITION DESCRIPTION

I. IDENTIFICATION:

EMPLOYEE NAME: _____
TITLE: **UNIT SECRETARY**
DEPARTMENT: Medical Surgical & Intensive Care Unit
SUPERVISOR: Nurse Manager – Medical Surgical & Intensive Care Unit

II. POSITION SUMMARY:

Under the general supervision of the Nurse Manager and the direct supervision of a Registered Nurse, the Unit Secretary is responsible for the clerical duties on the nursing unit.

III. ESSENTIAL FUNCTIONS:

- Facilitates unit operation through activities as a Unit receptionist to patients, visitors, physicians, and other personnel.
- Facilitates delivery of patient care by responding to patient requests via nurse call system or directly with patient or family.
- Maintains appropriate communication with Business Office, Plant Operations, and Unit Charge Nurse regarding admissions, transfers, and discharges.
- Maintains current and projected census on the unit in collaboration with the Nurse Manager/Registered Nurse to facilitate admission and discharge procedures.
- Maintains appropriate stock levels of office supplies used on the nursing unit.
- Maintains a neat, organized work area within the nursing unit.
- Utilizes computer appropriately to accomplish unit activities as applicable.
- Assembles patient chart on admission with appropriate imprinting of all chart forms.
- Labels admitting data to appropriate forms.
- Maintains adequate stationery on all charts as needed.
- Posts diagnostic study reports on medical records after reports have been evaluated by Registered Nurse.
- Assembles medical record in appropriate order for Medical Record Department when patient is discharged.

- Utilizes communication systems effectively.
- Participates in relevant in-service programs and other self-directed learning activities, which promote growth in position responsibilities.
- Actively participates in Unit performance improvement activities.
- Consistently provides outstanding services to all patients, physicians, fellow employees, and guests as appropriate to position.
- Consistently responds to requests in a timely manner.
- Consistently demonstrates behavior, which reflects that working as a team is more important than self-interest.
- Consistently maintains professional level of conduct.
- Facilitates communication with patients, physicians, guests, and co-workers as appropriate to position.
- Consistently demonstrates courteous and positive behaviors, i.e., smile, pleasant tone, good eye contact.
- Protects confidentiality of patients/co-workers, respecting their dignity, privacy, and differences. Adheres to HIPAA protocols.
- Shows respect for hospital property and the property of others.
- Other duties as assigned.

IV. **EDUCATION/EXPERIENCE REQUIREMENTS:**

- High school graduate or equivalent.
- CPR / BLS certified
- Basic computer skills required.

V. **PHYSICAL DEMANDS**

- a. Physical Activity – Exerting up to 50 pounds of force occasionally, and/or 25 to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demands are in excess of those for Light to Medium work.
- b. Working Hazards or Risks – routine hazards and risks involved in performing nursing activities, including potential exposure to infectious processes, potential exposure to hazardous substances, potential musculoskeletal injuries.

c. OSHA Blood Borne Risk Category II.

I have received a copy of this Position Description and its contents have been reviewed with me.

Employee Signature

Date