



Unit Secretary, Surgical Day Care - 1 position	Posting #: 53342
Surgical Day Care	Posting Date: June 11, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: June 17, 2024
Regular Part Time	Stacy Kearns, Human Resources
Non-Union	

St. Joseph's Hospital is a unique ambulatory hospital that specializes in minimally invasive, same day and short stay surgery. We also provide our patients with comprehensive assessment, diagnosis and follow- up care. Our state-of-the art operating rooms are supported by expert teams ensuring effective pre-screening, admission, post-surgery care and, when necessary, inpatient care. The primary responsibilities of the Nursing Unit Secretary in Surgical Day Care are facilitating communication between staff, patients and families on the unit, preparing patient charts, processing patient care orders, and maintaining integrity of the Health Record chart.

#### Essential Qualifications

- Secondary (High) School Diploma
- Medical secretarial or medical office assistant certificate
- Minimum two year recent and related experience in a healthcare setting
- Demonstrated accuracy in recording patient information and knowledge of Health Records requirements and chart preparation
- Strong clerical skills including accurate keyboarding and data entry with a minimum 40 wpm typing speed
- Demonstrated intermediate skill level in Microsoft Word and basic level Excel
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Demonstrated ability to maintain a high level of confidentiality
- Excellent communication skills, both written and verbal as well as excellent grammar, spelling, proofreading and composition skills
- Strong interpersonal and communication skills, both written and verbal, with a demonstrated customer service focus
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Demonstrates a positive and professional attitude towards supporting patients and families, internal and external customers
- Strong knowledge of medical terminology
- Demonstrated skills with timekeeping and scheduling

#### Preferred Qualifications

- Proficiency in French would be an asset
- Previous experience with Surginet data entry and staff scheduling systems (ie. Workbrain)

#### Teaching and Research

- St Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

#### Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine (primary series, boosters and/or XBB) OR

one dose of XBB vaccine at least 14 days prior to the start date.

- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated.*

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.  
Only those under consideration will be contacted.*