



Clinic Clerk, Colposcopy Clinic - 1 position	Posting #: 53576
Colposcopy Clinic	Posting Date: July 26, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: August 01, 2024
Regular Part Time	Wade Baillie, Human Resources
Non-Union	Salary Range: \$25.90 - \$30.46 /hour

An exciting opportunity exists for a Clinic Clerk to provide services within the Colposcopy clinic at St. Joseph's Hospital. The Colposcopy Clinic is a specialized area of women's health that provides cervical screening to anyone with a cervix with abnormal pap smear results. Colposcopy procedures are routinely completed within this clinic to identify abnormalities of the female reproductive tract, such as inflammation of the cervix, and precancerous changes in the tissue of the cervix, vagina and/or vulva.

The successful incumbent will work closely within a multi-disciplinary team that includes physicians, RNs and RPNs. The Clinic Clerk's primary role in the Colposcopy clinic is to welcome, register and schedule patients, assist with follow up appointment scheduling and complete other miscellaneous administration duties.

Essential Qualifications

- Secondary (High) School Diploma
- Medical Office Assistant certificate program
- 5 years of experience as a clinical reception assistant or similar clinical role
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Demonstrated computer experience in order entry and out patient registration
- Demonstrated computer skills including basic level knowledge of Word and Excel
- Excellent knowledge of medical terminology
- Excellent interpersonal and communication skills
- Ability to work quickly and accurately in a busy environment
- Good judgment and decision making skills required to ensure all necessary information is collected as per individual circumstances
- Strong customer service focus and the ability to work in a team setting as well as independently

Preferred Qualifications

- Proficiency in French would be an asset
- Previous experience in an Ambulatory setting, preferably in Women's Health
- Experience with Cerner patient care systems
- Experience in a clinic setting

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.*