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# Example of Unit Secretary Job Description

Our growing company is looking for an unit secretary. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for unit secretary

* Complies with work rules and policies as explained in the company Employee Handbook, and the Facility Policies and Procedures Manual
* Disassembles patient's Medical Record after the patient is discharged from the floor, completes the appropriate checklist and then places the chart in the Medical Records bin
* Maintains twenty-four hour unit census by recording all admissions, discharges and transfers in the appropriate applications and communicates changes in patient status with Bed Management/Admitting, in a timely manner
* Maintains patient facilitator and staffing deviation sheets
* Prepares and maintains a variety of files, records and schedules as they pertain to the operation of the unit
* Coordinates work tasks with other personnel within the unit within other units and departments in order to ensure the smooth and efficient flow of information
* Responds promptly to call lights using the intercom and informs appropriate nursing personnel of patient needs
* Provides an orientation of the unit secretary function for licensed and non-licensed nursing staff on the unit and participates in the orientation of new unit secretarial staff to the unit, as needed
* Participates in nursing and clinical computer system updates and in-services
* Runs "stat" and regular errands, as directed

## Qualifications for unit secretary

* A minimum of 1 year clerical experience preferred in a medical setting
* High School diploma or equivalent and four years of progressively responsible experience, or (An Associate’s degree may be substituted for up to one (1) year of work experience or a Bachelor’s degree may be substituted for up to two (2) years of work experience.)
* Two years of general office duty experience preferred
* Previous receptionist / secretarial training is preferred
* 1 year of secretarial or clerical experience in a hospital setting required
* BLS for the Healthcare Provider, required