



Example of Secretary, Unit Job Description

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Our company is searching for experienced candidates for the position of secretary, unit. 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 secretary, unit

- Greet and assist patients, visitors, physicians, students, and staff contacts consulting physicians
- Place room notification
- Assist with patient turning and lifting
- The role of the Unit Secretary is to assist the nursing staff by providing efficient clerical and other duties under the direction of the Charge Nurse, RN, LPN and the Clinical Manager
- The Unit Secretary on this unit assists in providing care to the patients as directed
- Transports patient labs to Memorial Hospital for processing & returns in a timely manner using company vehicle and following all FDHS MV rules
- Delivers blood products from Memorial Hospital to Specialty Hospital
- Reports "face to face" to oncoming shift including monitor update
- Checks the unit printer a minimum of every four hours for paperwork, physician instructions, lab results, , and handles appropriately, ensuring all documents are labeled accurately with patient information
- Initiates, assembles and maintains the Medical Record chart for all patients upon admission to the unit, using the appropriate data sequence

Qualifications for secretary, unit

- Ability to compose a variety correspondence such as memorandums, letters,

- Ability to speak clearly when interacting with others in person or while on the telephone
- Knowledge of and ability to use various equipment typically found in an office environment
- Ability to work Monday-Friday, 7-11pm
- Requires willingness and ability to work flexible hours, on an as-needed basis
- One year hospital or medically related office experience preferred