

POSITION DESCRIPTION

Created/Review/Revision Date: 6/11/14

Team Member Name:

Department Name: Perioperative Services- OR, Preadmissions, ASU,
PACU

Department #: 02-
6211/6213/6217/6218/7040

Position Title: Unit Secretary

Position #: 7115

Reports to: Director

POSITION SUMMARY: Under the direction of the Director, Manager and Charge Nurse the unit secretary utilizes secretarial/organizational skills, assists with facilitating patient care, utilizing hospital information system to coordinate the flow between nursing, medical and ancillary staff.

EDUCATIONAL REQUIREMENTS / QUALIFICATIONS:

Post High School Special Training preferred

High School Diploma/GED

Licensure/Certification/Registration:

BLS ACLS PALS NRP Other – Please Specify: _____

Special Skills/Qualifications/Additional Training/Experience Required:

Medical Terminology I & II

POPULATION SPECIFICS

This position is required to have knowledge and competency to assess, treat, interpret, and/or care for the population specifics as identified: **Patients undergoing invasive intervention for Children through Geriatrics (≥ 65 years) at LRMC and Adults Ages 18 through Geriatrics (≥ 65 years) at TVRH.**

TEAM MEMBERS SUPERVISED

None

DEGREE OF SUPERVISION REQUIRED

Close Supervision: individual does not use own initiative, but is instructed by supervisor as to the solution and selection of proper procedures to follow.

Moderate Supervision: involves guidance and direction by immediate supervisor.