



Provincial Job Description

TITLE:
(002) Placement Clerk

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates the allocation of beds for clients/patients.

QUALIFICATIONS:

- ◆ Medical Administrative Assistant diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience performing patient registration duties.

KEY ACTIVITIES:

A. Patient Placement

- ◆ **Receives calls from physicians to admit patients and completes appropriate paperwork.**
- ◆ **Coordinates placement for beds according to established patient placement guidelines.**
- ◆ **Consults with nursing, physicians and unit staff.**
- ◆ **Communicates with other sites and other physicians to facilitate client placements.**
- ◆ **Monitors patient census.**
- ◆ **Maintains patient information.**

B. Bed Management

- ◆ **Maintains accurate current census and bed list, prints for appropriate individuals as necessary.**
- ◆ **Tracks bed closures, transfers, discharges and shortages.**
- ◆ **Notifies senior management should bed situation become critical.**
- ◆ **Prepares and distributes bed management report.**

C. Related Key Work Activities

- ◆ **Prints admission/discharge summaries.**
- ◆ **Stocks/orders/requests all supplies and forms.**
- ◆ **Records statistics on births/deaths.**
- ◆ **Performs data entry and maintains database.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 16, 2024