

**Relevez un défi. Visez l'excellence.**  
**Challenge yourself. Commit to Excellence.**

For more than seven decades, the Jewish General Hospital has provided top-quality medical care to Montrealers and Quebecers of all ethnic and cultural backgrounds. That diversity — of origins, of languages, of skills, of expertise — has been an essential aspect our staff for just as long. Now you can be part of this proud tradition, while fulfilling your professional goals in a hospital renowned for medical excellence and innovative research. Opportunities abound in this dynamic environment, where the ongoing evolution of the facilities and the regular addition of unique programs and services offer new vistas for personal growth. With so much attention to the needs of the patient, the Jewish General Hospital has naturally generated a culture that also focuses on the needs of the employee. It's convenient, too! Located in bustling Côte-des-Neiges (the most multiculturally diverse neighbourhood in Montreal), the JGH is within easy reach of buses, two metro lines, restaurants and shops, and the downtown core. So come discover the Jewish General Hospital — and re-discover yourself by joining the team as:

**ADMINISTRATIVE OFFICER CLASS 2 IN SICU**

**STATUS:** Permanent Part-Time  
[Evening][Week-ends][20 hours per period of 4 weeks]

**DEPARTMENT:** Medical and Surgical Intensive Care Unit

**NATURE OF THE FUNCTION:**

The incumbent coordinates activities of the Patient Care Unit under the direction of the Head Nurse or his/her delegate. He/she facilitates the effective functioning of the clinical unit by efficiently performing a variety of clerical duties. The incumbent also maintains effective communication (verbal/written) amongst all health care professionals and patients/families in order to accomplish these outcomes.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Follows the Hospital Code of Confidentiality.
- Answers telephone and screens calls appropriately.
- Conveys appropriate information to families and visitors.
- Answers patients' intercom and transmits messages appropriately.
- Establishes a telephone communication system for messages.
- Books patient appointments, tests and contacts physician about admissions and consultation requests.
- Records "stat" results and relays them to nurse and/or physician immediately.
- Notifies Nursing Resource Center secretary to book or cancel hospital hired sitters/companions. (After discussion with head nurse or delegate).
- Provides information to patient/families for hiring of private duty employees, as required.
- Initiates patient's chart on admission. Follows any other unit specific procedure for admissions.
- Checks and ensures that initial consent forms are signed.
- Checks charts in preparing for transfer to another unit. Notifies receiving unit agent of any omissions/ problems.
- Checks charts for completion on discharge and sends it and any old charts to Medical Records.
- Checks charts for completion on deaths and sends to Admitting Office.
- Checks address-o-graph plates, upon reception, for errors. If any errors, notifies the Admitting Office immediately.
- Files all results into charts in chronological order.
- Prepares charts in proper order, pre and post surgery or tests.
- Stamps and adds new sheets to charts and order books if the need arises.
- Notifies Admitting Office regarding transfers, discharges and deaths and ensures that necessary forms have been completed.
- Keeps a record of admissions, transfers and discharge.
- Coordinates patient transport.
- Ensures that specimens are sent to the appropriate laboratories.
- Phones O.R. Booking Office for the list of patients scheduled for following day, if required.
- Keeps Dietary Department sheet up to date.
- Participates in payroll related activities, as requested.
- Informs patients about TV ordering system as necessary.
- Makes up new charts.
- Understands budget principles and performs his/her duties in a cost efficient manner.
- Maintains inventory management at a satisfactory level.
- Ensures that supplies are put away and cupboards are clean and tidy.
- Makes a periodical inventory of equipment and supplies.
- Keeps a record of equipment borrowed from or loaned to another department.
- Reports any non-functioning equipment to appropriate personnel.
- Performs other responsibilities as requested by Head Nurse or his/her delegate.

**JOB QUALIFICATIONS AND REQUIREMENTS:**

- Two years CEGEP
- Medical secretary training or equivalent
- Experience in a hospital setting
- Excellent interpersonal, communication and organizational skills
- Computer application skills
- Bilingual: French and English

**SALARY SCALE :**

- From \$16.85 to \$ 20.30 per hour.

This is an internal posting. Staff interested in applying for this position may do so by submitting a Curriculum Vitae to the Recruitment Division by the posting deadline; **2012-02-03** to: [recrutement@jgh.mcgill.ca](mailto:recrutement@jgh.mcgill.ca).

**\*Please note that only applicants selected for an interview will be contacted.**