FULTON COUNTY MEDICAL CENTER

POSITION DESCRIPTION

POSITION TITLE: UNIT SECRETARY/MEDICAL SECRETARY

REPORTS TO: DIRECTOR OF NURSING

DATE: AUGUST 2004

I. **POSITION SUMMARY:**

A Unit Secretary is a non-professional employee, who under the direction of the Registered Nurse, performs clerical duties.

II. **EDUCATION REQUIREMENTS/LICENSURE/CERTIFICATE/REGISTRATION:**

1. Must have graduated from high school or passed equivalency exam; knowledge of medical terminology; posses good oral and written communication; computer skills preferred.

III. CUSTOMER FOCUSED EXPECTATIONS:

While performing the essential functions of this position, the Unit Secretary will understand and strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the service provided by the med/surg department.

IV. TYPICAL PHYSICAL DEMANDS (Subject to modification or accommodation as required)

1. Work involves standing/walking 90 percent of the time.
2. Standing or walking throughout facility frequently.
3. Sitting occasionally on a hard or cushioned chair.
4. Reaching to heights of up to two feet overhead.
5. Ability to move rapidly in response to unpredictable emergencies that could happen one or more times per shift.
6. Demonstrates near visual acuity with color perception in order to decipher fine print.
7. Demonstrates auditory acuity sufficient to hear phone conversations, overhead pages and alarms.
8. Ability to operate hand and foot controls on beds and wheelchairs.
9. Demonstrates manual dexterity, digital sensitivity and flexibility.
10. Demonstrates good hand/eye coordination.

V. TYPICAL MENTAL DEMANDS: (Subject to modification or accommodation as required)

1. Demonstrates the ability to work under pressure or stress.
2. Demonstrates the ability to communicate effectively in both written and verbal form.
3. Demonstrates the ability to establish priorities among the essential functions of the job and coordinate these functions with others.
4. Demonstrates the ability to speak, read, and write the English language.

VI. WORKING CONDITIONS:
Exposure to electrical current, infectious diseases, and blood-borne pathogens. May be required to wear respirator.

VII. EQUIPMENT USED:
All equipment used for successful performance of the position.

VIII. FACILITY WIDE COMPETENCY REQUIREMENTS (See Attached)

IX. ESSENTIAL FUNCTIONS (See Attached)

X. NON-ESSENTIAL FUNCTIONS (See Attached)

Approved by:

_____ _____
Signature Date

☐ **Mid Probation** 45 days after hire

☐ **End Probation** 90 days after hire

☐ **Annual**

Employee Name:	Department:	Current Title:	Supervisor Name/Title:

Methods of Measurement Include the Following:		*AGES SERVED*	
☐ Direct Observation	☐ Documentation	☐ Neonates (< 30 days)	☐ Adults (> = 18 years and < 65 years)
☐ Feedback from staff or patients	☐ PI Reports	☐ Infants (> 30 days and < 1 year)	☐ Geriatrics (> = 65 years)
Period Covered by this Evaluation:		☐ Pediatrics (> = 1 year and < 13 years)	☐ Not Applicable
		☐ Adolescents (> = 13 years and < 18 years)	

FACILITY WIDE COMPETENCY	**Rating**			**Comments**
	D	**M**	**E**	
INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS				
• Comply with regulatory agencies, and institutional and operating systems.	☐	☐	☐	
• Adhere to all Hospital Policies and Procedures as they apply to the area.	☐	☐	☐	
• Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures as they are described in the annual education module.	☐	☐	☐	
• Protect patient/customer confidentiality.	☐	☐	☐	
• Comply with HIPAA regulations as they apply to the job.	☐	☐	☐	
PERFORMANCE IMPROVEMENT				
• Adhere to current organizational Performance Improvement priorities	☐	☐	☐	
• Participate in quality studies through data collection	☐	☐	☐	
• Make recommendations and take actions to improve structure, system or outcomes	☐	☐	☐	
CUSTOMER SERVICE				
• Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources.	☐	☐	☐	
• Demonstrate commitment to serving the customer.	☐	☐	☐	
• Demonstrate excellence in communication with the customer.	☐	☐	☐	
• Create a welcoming environment for the patients, family and other interdisciplinary team members	☐	☐	☐	

	ESSENTIAL FUNTIONS	D	M	E	Comments
	Patient Care Responsibilities: Assists Registered Nurse in planning Patient care.	☐	☐	☐	
	Documents patient care on perioperative record.	☐	☐	☐	
	Collaborates with other health team members	☐	☐	☐	
	Participates in performance improvement activities	☐	☐	☐	
	Patient Identification – 2 identifiers.	☐	☐	☐	
	Implements Patient Care: Performs general clerical duties by preparing, compiling, and maintaining records in a hospital nursing unit.	☐	☐	☐	
	Records name of patient, address, name of attending physician, phone number, and room number on Medical record form.	☐	☐	☐	
	Copies and computes other data and enters on patient charts and mar with accuracy	☐	☐	☐	
	Records diet instructions	☐	☐	☐	
	Keeps file of Medical Records on patient unit if ordered	☐	☐	☐	
	Routes charts when patients are transferred or dismissed	☐	☐	☐	
	Faxes physician orders to pharmacy.	☐	☐	☐	
	Prepares patients charts and monitors availability of chart supplies	☐	☐	☐	
	Opens chart for new admissions	☐	☐	☐	
	Compiles census of patients and completes daily shift report	☐	☐	☐	
	Delivers mail, newspapers, and flowers to patients.	☐	☐	☐	
	Dispatches messages to other department or to persons in other departments and makes appointments for patients and services in other, follow proper procedure and preps for studies scheduled.	☐	☐	☐	

	Non Essential Functions:	D	M	E	Comments

	1. Participates in professional development activities: a. In-service classes or on-line courses. b. Shares knowledge with others. c. Reads in-house communications	☐	☐	☐	
	2. Work Habits: a. Complies with attendance policies. b. Dresses according to the departmental dress code c. Organizes times, sets priorities d. Spends free time in a constructive manner	☐	☐	☐	
	3. Initiative and judgment: a. Makes necessary work related judgments based upon factual information b. Completes assignments with minimal directions and in a timely manner c. Adapts to a changing work load	☐	☐	☐	

D= Does Not Meet Expectations	M= Meets Expectations	E= Exceeds Expectations

Comments:

Future Plans and Actions:

Employee Comments:

To update our files, please answer the following questions:
Have you received a higher education degree in past 12 months: Yes___ No____
Please forward to Human Resources
Have you received a certification in the past 12 months: Yes____No_____
Please forward to Human Resources

I have reviewed this Performance Evaluation

Employee Signature	Date
Evaluator Signature	Date
Department Head or Designee Signature	Date