



POSITION DESCRIPTION Unit Secretary

POSITION SUMMARY:

The Unit Secretary provides accurate record keeping and displays, promotes and supports effective communication for the nursing unit.

POSITION DESCRIPTION – Unit Secretary	
STANDARD	
Environment of Care: Demonstrates knowledge and practice of:	
1.	Safety - Department specific and hospital wide safety risks
2.	Security – Processes for minimizing security risks
3.	Haz Mat/Waste - Procedures for spills/MSDS
4.	Emergency Preparedness – Role in emergency codes
5.	Fire Safety – Role/response in Code Red actual/drill
6.	Med Equipment – Safe operation of equipment (see specific list) user error education
7.	Utility Systems – Emergency procedures for utility failures
Infection Control: Demonstrates knowledge and practice of:	
8.	Department specific policies and procedures
9.	Hospital-wide policies and procedures
10.	Location/use of personal protective equipment
11.	CDC Hand Washing Guidelines
Performance Improvement: Demonstrates knowledge of:	
12.	Hospital-wide approach to Performance Improvement
13.	How department is involved in hospital-wide PI program
Patient Rights: Demonstrates knowledge and practice of:	
14.	Patient Rights and Responsibilities
15.	Confidentiality Policy – HIPAA
16.	Ethical Issue Resolution
17.	Organizational Ethics Policy
18.	Restraint Policy & procedure, alternatives to restraints
Risk Management: Demonstrates knowledge and practice of:	
19.	Occurrence Reporting
20.	Identify and report a sentinel event
21.	Sexual Abuse/Allegation Reporting
22.	Root Cause Analysis/FEMA
Certifications	
23.	BLS card Exp date:
24.	Certified Health Unit Coordinator Exp date:
Patient Safety	
25.	Non-punitive medical/healthcare reporting
26.	National patient safety goals <ul style="list-style-type: none"> ▪ Accuracy of patient identification using patient’s name and birth date
27.	Fall prevention measures – bed alarms, side rails, use of family members
28.	Medication safety – dangerous abbreviations list

STANDARD

29. Sentinel events alert
- Nosocomial infections
 - Bed rail safety/risk of entrapment
 - Inpatient suicide
 - Infant abduction

Department Core Competencies

30. Performs clerical duties efficiently and accurately
31. Demonstrate effective time management and organizational skills
32. Accurately transcribes orders
33. Accurately enters orders for laboratory and diagnostic studies
34. Demonstrates proficiency with computer software
35. Maintains awareness of unit – informs nurse of equipment alarm sounds, etc
36. Prioritize and assist with unit activities based on patient needs under the direction of the RN
37. Ensures medical record is complete and in order
38. Documents clearly in computer
39. Ordering and management of supplies

Age Specific Competencies

40. Uses age appropriate communication skills
41. Identifies, initiate and report age specific safety issues

Service Standards

42. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
43. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
44. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
45. Gives all customers their full attention and treats them with dignity, respect and understanding.
46. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
47. Safeguards patient confidentiality in all forms of communication.
48. Works effectively with others toward achieving common goals including morale and teamwork.
49. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

50. Computer/printer
51. Copier
52. Fax machine
53. Pneumatic tube systems
54. Bed alarms
55. Patient monitoring system
56. Intercom system

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Unit Secretary

Department: Nursing/Patient Care Services

EDUCATION

- Less than high school
 - High school or GED
- Vocational/Technical
- 2 year/Associates Degree
- 4 year/Bachelor's Degree
- Post Graduate Degree
 - License/Certification – Certified Health Unit Coordinator preferred
- Knowledge of state, federal, JCAHO regulations
 - Medical terminology
 - Ability to read, write and speak English

EXPERIENCE

- One year acute care hospital experience
-

SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on US test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 1 hour(s) per day
- Sit for 8 hour(s) per day
- Walk for 1 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 2 Bending
- 2 Crouching
- 2 Squatting
- 2 Crawling
- 2 Kneeling
- 2 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 3 Twisting at waist
- 2 Push/pull (up to 10 lbs.)
- 2 Lift/carry (up to 10 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date