


OROVILLE HOSPITAL

JOB DESCRIPTION

 Oroville Hospital Job Description for Staffing Clerk	Department:	Nursing Administration
	Dept.#:	8720
	Last Reviewed:	05/08; 08/12
	Last Updated:	

TITLE: STAFFING CLERK
DEPARTMENT: NURSING ADMINISTRATION
REPORTS TO: VICE PRESIDENT OF NURSING & STAFFING CLERK SUPERVISOR

1. NATURE OF POSITION

The Staffing Clerk ANSOS data entry is responsible for staffing the units and for

The staffing clerk is also the central supply technician after hours and is responsible for calling in surgery crew, maintains home health nurse on call list, pages home health nurse at patients request after hours, maintains pharmacist on call list, notifies Administration when necessary and arranges for proper placement of all admissions.

The staffing clerk will also perform other duties/responsibilities as needed within his/her qualifications.

II. REQUIREMENTS

- A. High School Graduate
- B. Medical Terminology
- C. Computer proficiency

OROVILLE HOSPITAL
STANDARDS OF PERFORMANCE

POSITION TITLE: Staffing Clerk

RESPONSIBILITIES	STANDARDS OF PERFORMANCE
<p>A. RESPONSIBILITIES</p> <p>1. Staffs Units</p>	<p>1.a. Implements established departmental staffing plans.</p> <p>1.b. Adjusts staffing levels according to patient acuity, census and special needs.</p> <p>1.c. Reviews staff available for current shift and next shift and anticipates needs. Revises staffing as changes occur.</p> <p>1.d. Accepts and logs phone calls regarding illness and personal emergencies and replaces staff as needed. Notifies department Nurse Manager of any trends or patterns being established.</p> <p>1.e. Logs messages regarding availability of staff or necessary changes in schedules.</p> <p>1.f. Understands staffing policies in regards to scheduling and time off requests and abides by them.</p> <p>1.g. Calls staff off for low census in a timely manner and does so according to policy.</p> <p>1.h. Consults Vice President of Nursing as resource for staffing concerns or questions.</p> <p>1.i. Completes HPPD and staffing variances report each shift.</p> <p>1.j. Maintains back-up diskettes for ANSOS</p>
<p>B. INPATIENT/OUTPATIENT CENSUS</p> <p>1. Responsible for hospital census report.</p>	<p>1.a. Calculates in patient and out patient census daily.</p> <p>1.b. Enters patient charges daily for out patients on Medical-Surgical units.</p> <p>1.c. Reports total census by unit to payroll every other Monday.</p>

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RESPONSIBILITIES	STANDARDS OF PERFORMANCE
<p>C. COMMUNICATION</p> <p>1. Communicates effectively with Nurse Manager, nursing staff, other departments and Vice President of Nursing</p> <p>2. Maintains Home Health on-call list.</p> <p>3. Maintains Pharmacist on-call list.</p>	<p>1.a. Notifies Nurse Managers of changes in census or staffing as it occurs.</p> <p>1.b. Notifies staff of changes in schedules and approval or denial of requests for time off in a timely manner.</p> <p>1.c. Acts as a resource for staff's questions regarding staffing and scheduling.</p> <p>1.d. Notifies appropriate departments of admissions, discharges and transfers.</p> <p>1.e. Discusses problems regarding staffing and scheduling Nurse Managers or staffing clerk supervisor.</p> <p>1.f. Notifies housekeeping of all discharges and transfers to expedite room cleaning.</p> <p>2.a. Makes changes to on-call list when communicated to us by home health.</p> <p>3.a. Maintains the on-call pharmacist list. Calls the appropriate pharmacist for the charge nurse when a problem occurs.</p>
<p>D. TIME CARDS</p> <p>1. Calculates time cards for Medical/Surgical and Nursing Office bi-monthly.</p>	<p>1.a. Calculates time cards bi-monthly.</p> <p>1.b. Completes break out sheet bi-monthly.</p> <p>1.c. Enters data from time cards or corrected attendance report bi-monthly.</p> <p>1.d. Distributes all new time cards to units and posts sick and vacation accrual sheets.</p> <p>1.e. Picks up and distributes payroll checks.</p> <p>1.f. Answers questions regarding payroll to Medical/Surgical staff.</p>
<p>E. CENTRAL SUPPLY TECHNICIAN</p> <p>1. Activates surgery crew after hours.</p>	<p>1.a. Calls in surgery crew based on information received from charge nurse, physician, or unit clerk.</p> <p>1.b. Communicates type of procedure, time of surgery, surgeon and age of patient to crew.</p> <p>1.c. Knows who to contact in the event of a second crew needed.</p> <p>1.d. Communicates with physician after hours regarding surgery schedule.</p>

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2. Calls in Endoscopy crew after hours.	2.a. Notifies endoscopy call crew on weekends of any nonscheduled cases.
	2.b. Receives sick calls from surgery and ambulatory care staff after hours, documents sick calls and notifies the appropriate units.
F. OTHER DUTIES	1. Maintains and orders office supplies.
	2. Maintains medical/surgical bulletin boards with postings of CE classes, memos from other departments, etc...
	3. Acts as back up to Nursing Administration secretary takes phone messages.
	4. Process valuable envelopes for patients after hours.
	5. Delivers late trays and has more made when necessary.
	6. Maintains code team assignment sheets and charge nurse schedules. Fax's to all departments on PM and Night shifts.
	7. Retrieves old medical records charts for admits on off shifts and delivers to requesting department. (Units or ER)
	8. Sorts and delivers mail to individual staff members.
G. DOCUMENTATION	
1. Keep CPR information up to date.	1.a. Inputs CPR expiration dates into ANSOS.
	1.b. Runs reports monthly to show expirations.
2. Keep license expiration up to date.	2.a. Input license expiration dates into ANSOS.
	2.b. Run report monthly to show expirations.
	2.c. Call the Licensing Board to verify dates if current not on file.
	2.d. Notifies the employee if there is a problem and takes off schedule. Then notifies Nurse Manager.
3. Keeps PPD expirations up to date.	3.a. Input Yearly PPD dates into ANSOS.
	3.b. Distributes notices to employees regarding PPD expirations.

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<p>H. ADMISSIONS</p> <p>1. Communicates necessary information to appropriate departments and staff</p>	<p>1.a. Takes all appropriate information from Emergency Room, Clinics, Physicians Offices and other hospital departments for incoming admissions for medical/ surgical, intensive care and obstetrics departments.</p> <p>1.b. Determines where the patient should be placed based on diagnosis, staffing, physicians request and bed availability.</p> <p>1.c. Communicates with unit clerk or charge nurse of appropriate unit all necessary information for them to make bed assignment.</p> <p>1.d. Notifies the Emergency Room, physicians office, clinic, etc.. when necessary of patient room number.</p> <p>1.e. Notifies admitting with patient information needed for admit.</p> <p>1.f. Pages resource nurse with any incoming admits.</p> <p>1.g. Completes and distributes non-scheduled procedure slips.</p>