

 Oroville Hospital	Job Description for Department Secretary	Department:	Patient Safety & Medical Services
		Dept.#:	8754
		Last Updated:	4/09/2009

Reports To

Director of Medical Services & Patient Safety

Job Summary

The Department Secretary assists the department with Administrative support.

Duties

1. Maintain and adjust house wide form cabinets
2. Assist with forms creation and design
3. Assist with Medical Staff Meeting preparation
4. Maintain schedule for Director
5. Arrange various meetings
6. Process check requests for director
7. Assist Director with various correspondence
8. Maintain hospital's pneumovax list
9. Maintain departmental information and provide to staff
10. Create and maintain pulmonary on-call schedule
11. Various projects and duties as assigned
12. Maintain project status for department
13. Orders supplies for Director and department

Qualifications

1. High school diploma or equivalent required
2. Minimum of two (2) years experience in healthcare setting
3. Ability to type 35 wpm accurately
4. Effective communication skills, both verbal and written
5. Possess and maintain proficiency in computer software skills, including Word, Excel, Outlook, PowerPoint, etc.
6. Effective problem solving skills

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7. Knowledge of medical terminology preferred
8. Familiarity with patient charts preferred
9. Ability to operate normal office equipment

Lifting Requirements

Large amount of walking, ability to lift 40 pounds, ability to bend, crouch and maneuver in a hospital setting