Winchester District Memorial Hospital

VACANCY POSTING

Vacancy:	Ward Clerk, Business Unit Clerk
Description of Position:	**Temporary** Part-time
Number of Vacancies:	1 Position
Unit:	Medical Surgical, Complex Continuing Care, & Obstetrics
Employee Group:	CUPE Clerical/Technical
Wage Grid:	$29.33 - $30.45
Shift Work:	Yes
Weekend Work:	Yes

Date Posted:	October 23, 2026
Closing Date & Time:	October 30, 2026 at 1700 hours
Reference Number:	#26-169 T-PT WARD CLERK BUC M/S CCCU OBS

ROLES AND RESPONSIBILITIES

PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

SUMMARY OF POSITION:

Reporting directly to the Clinical Manager of the supporting unit, the Ward Clerk is responsible for providing clerical support to the Nursing unit.

NATURE AND SCOPE OF WORK

Supports Departmental Communication

- Provides unit reception to visitors, patients
- Answers questions or refers to appropriate resource
- Answers unit telephone and redirects calls appropriately
- Communicates with nurses, MD's and Clinical Manager
- Answers nurse call system and dispatches nursing personnel as needed
- Notifies Registration and Housekeeping Department of discharges or transfers
- Notifies Dietary department of new admissions, discharges or diet changes
- Pages physicians, allied health or other members of the health care team
- Prepares daily patient listing, and bed board
- Communicates, in a timely manner, pertinent information to members of the health care team

- Keeps the appropriate forms and patient education material up to date
- Keeps signage and staff communication up to date in collaboration with the Team leader

Schedule Appointments

- Schedules internal and external appointments and completes applicable paperwork
- Arranges appropriate transportation and escort to external appointments, if required
- Facilitates the arrival of patients on time for internal appointments throughout the facility
- Ensures that the downtime procedure box is stocked and up to date
- Initiates any transfer sheets and photocopies reports required for transfer
- On discharge faxes prescriptions, prepares discharge paperwork, faxes the AVS to Ontario Health to Home if the patient receives homecare as well as arranges for a follow up appointment with family physician post discharge for all patients 65 and older
- Maintains record or discharges, transfers

Supports Unit Activity

- Participates in new employee departmental orientation
- Participates in departmental CQI activities
- Participates in continuing education, staff development and unit meetings

QUALIFICATIONS

- Completion of a recognized Ward/Unit Clerk program/medical office administration program or equivalent experience
- Working knowledge and use of medical terminology
- Proficient and skilled in the use of computers in order to function in an electronic environment- Clinical Information System
- Knowledge of various booking procedures preferred
- Ability to work effectively without constant supervision and as an active member of the healthcare team
- Demonstrates a respectful and compassionate attitude to patients and the public

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.
We pursue excellence in all we do.
We are one team. We value respect, accountability, innovation, and learning.

APPLICATION INFORMATION

Further information is available from **Sean Burnett at extension #6339.** Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at **bfancey@wdmh.on.ca**. When applying for any posted vacancy it is mandatory that you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH.

Accommodations are available on request for candidates taking part in all aspects of the selection process.