

# THE MEADOWS OF NAPA VALLEY

## WARD CLERK – JOB DESCRIPTION

Department: SNF

Reports To: Director of Nurses

In the following job description:

E – Essential job duty

N – Non – essential job duty

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### POSITION PURPOSE:

To ensure that resident and visitors needs are being met in a timely and efficient manner. To assist in the continuity of the exchange of information between departments. Assures timely response to patient care needs through the paging system and a monitoring program that reveals deficiencies in this process. Provides close monitoring of the Alarm System. The position also enhances the quality of documentation by nursing staff through a monitoring system that reveals deficiencies and targets corrective measures to be taken.

### SPECIFIC RESPONSIBILITIES:

- E Answers telephones. Directs calls for residents and staff.
- E Responds to the alarm system.
- E Keeps a logbook day to day for ward clerks to communicate to one another.
- E Pulls charts as assigned by charge nurse to ready them for the physician.
- E Checks weights on the weight sheet monthly and records them.
- E Maintains patients' charts on a daily basis concerning vital signs and B&B documentation.
- E Fills out work orders, resident telephone call charges (made by nursing staff on their behalf), and deliver mail from the mailbox by the clinic to the switchboard.
- E Makes sure the intake and output sheets are completed at the end of the shift.
- E Compiles the daily census and level of care for the Director of Nurses.
- E Keeps up to date on the medical record the resident's primary physician and alternate.
- E Makes new residents identification arm bands; makes replacements for ones that are soiled or worn out.
- E Replaces staff calling off.
- E Maintains daily and weekly scheduling for SNF staff, under the direction of DON.
- E Maintain availability of charts for **authorized** personnel inspections.
- E Maintain confidentiality of resident records.

- E Will assist Supply Clerk in monitoring supplies, charges and billing as directed by the Director of Nurses.
- E Assists in arranging transportation for Residents as directed by the Director of Nurses.
- E Maintains transportation tracking and script log. A monthly report is turned into the Director of Nurses.
- E Assists in the Admission Process of the resident as directed by the Director of Nurses.
- E Updates resident phone directory.
- E Upholds patient privacy at all times.
- E Upholds patient and employee confidentiality laws at all times.
- E Ensures patient safety at all times.
- E Assign CNA groups and pagers at the beginning of the shift.
- E Complies with Universal Precaution in the event direct patient contact is necessary.
- E Attends required in-service education programs, staff and unit meetings.
- E Supports and adheres to Nursing Service and Administrative policies and procedures.
- E Update and keep in stock all forms that are computerized and in the main formbook.
- E Makes appointments for residents to go to the beauty shop.
- E Will audit charts monthly for resident name and patient # on all items in the chart. Will reinforce all pages in need, add any forms needed and ensure the order of the chart.
- N Other errands and duties as assigned by Director of Nurses.

**JOB SPECIFICATIONS:**

**Hours:**

To be assigned.

**Knowledge:**

Requires some knowledge of the health care field with a minimum of one (1) year experience in this or a related field.(E) Requires clerical skills, good phone technique, and excellent communication skills.(E) Some computer experience preferred.(N)

**Independent Judgment:**

Works toward the accomplishment of specific objectives determined by the supervisor. Is able to independently set routine and priorities to effectively meet set objectives. Confidentiality is a must.

**Relation with Others:**

Job role requires substantive interaction with residents and staff. Must have a pleasant, friendly personality. Is usually the first person a visitor encounters upon entering the Health Center, must possess a professional appearance and demeanor and be tactful. Must be able to handle stressful

situations with dignity and professionalism.

Working Conditions:

Light to moderate physical conditions. Some walking, bending, stooping, twisting, reaching, handling, carrying, pulling and pushing. (Lifting of 50 lbs. or more in providing patient care). (E)

Safety:

All employees are responsible for complying with facility safety policies and procedures and shall take the necessary measures to ensure a safe environment for oneself, co-workers, and patients/residents, and visitors.

Blood Borne Job Classification:

Category I

HIPAA Requirement:

Minimal

Impact of Actions:

Attitude and ability to interact with others directly affects the general atmosphere at the nurse's station. Actions affect the work of others. Significant errors or discrepancies are apparent before major losses or delays occur.

Supervisory Responsibility:

None.

Acknowledgment:

I understand and acknowledge that this job description/job analysis sets forth the basic tasks and duties of the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. The Meadows of Napa Valley's needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that The Meadows of Napa Valley reserves the right to revise and/or change job duties and responsibilities as needed.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date