

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Regular Part-Time opportunity as a **Unit Coordinator (Competition #114.18)** exists in the Surgical Services Department reporting to the Clinical Manager.

Summary of Duties, but not limited to:

- Reports directly to and supports Clinical Manager
- Coordination of Perioperative activity through receiving and sending communication to appropriate staff or physicians.
- Utilizes the perioperative information system to create and issue OR suite daily schedule lists, input and review surgical bookings, documentation review and queries, obtaining procedure picklists.
- Obtains, reviews and creates perioperative data reports for submission.
- Obtains and inputs patient registration information into Perioperative Services Information Systems, such as PICIS and EPIC
- Provide administrative and clerical support to the surgical program. Maintains confidentiality of patient, employee and hospital information in accordance with hospital and legal requirements.
- Performs other duties as required.

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Community College Diploma in Administration, Business, and/or equivalent field
- Previous perioperative/OR clerical experience
- Previous experience with PICIS or perioperative information systems preferred
- Excellent written and oral communication skills
- Demonstrates professional attributes: team player, leadership, problem-solving and interpersonal skills, reliable, able to multi-task and prioritize, self motivated, efficient
- Demonstrated proficiency and accuracy using Microsoft Word, Excel and Outlook
- Demonstrated collaborative teamwork and conflict resolution skills
- Provides excellent customer service
- Knowledge of medical and surgical terminology
- Proven attendance record
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

EMPLOYMENT OPPORTUNITY

POSTING DATE: August 1, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.