

# 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 full-time opportunity as a **Unit Coordinator (Competition #119.19)** exists in the Surgical Services reporting to the Clinical Manager. The Unit Coordinator provides assistance to the Operating Room desk and booking office and assists the front desk registration when there is a backlog of patients to check-in for surgery. This role will provide lunch coverage for the Operating Room desk and PAU desk daily (11:30am-1:30pm) and vacation coverage, as needed.

## **Summary of Duties, but not limited to:**

- Coordinates patient scheduling/flow throughout Surgical Services.
- Assists with schedule changes and ensure proper booking policies and procedures are followed.
- Provides operational support for Surgical Services OR bookings with a focus on implementing new processes, improving on established processes (eg. Bookings, intake, scheduling) and improving communication.
- Performs a variety of general clerical and booking duties throughout Surgical Services.
- 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.
- Provides administrative and clerical support to the surgical program. Maintains confidentiality of patient, employee and hospital information in accordance with hospital and legal requirements.

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, EPIC or perioperative information systems preferred
- Knowledge of medical and surgical terminology
- Demonstrated ability to organize and prioritize workload and maximize efficiency within the position
- Demonstrated ability to seamlessly manage multiple tasks and conflicting priorities
- Ability to work cooperatively within surgical services team to set goals, resolve problems and accomplish goals
- Excellent written, oral and interpersonal skills to maintain rapport with patients, staff members and outside offices and referring healthcare facilities.
- Ability to exercise good judgement, be resourceful and possess strong organizational skills
- Remain calm in high pressure situations with proven ability to take initiative and manage such situations

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- Ability to adapt to change with clinic operations to continuously learn & strive for improved patient care
- Demonstrated proficiency and accuracy using Microsoft Word, Excel and Outlook
- Provides excellent customer service
- 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

**POSTING DATE: May 15, 2019**

**Please forward resumes via email to [HR@wchospital.ca](mailto: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.*