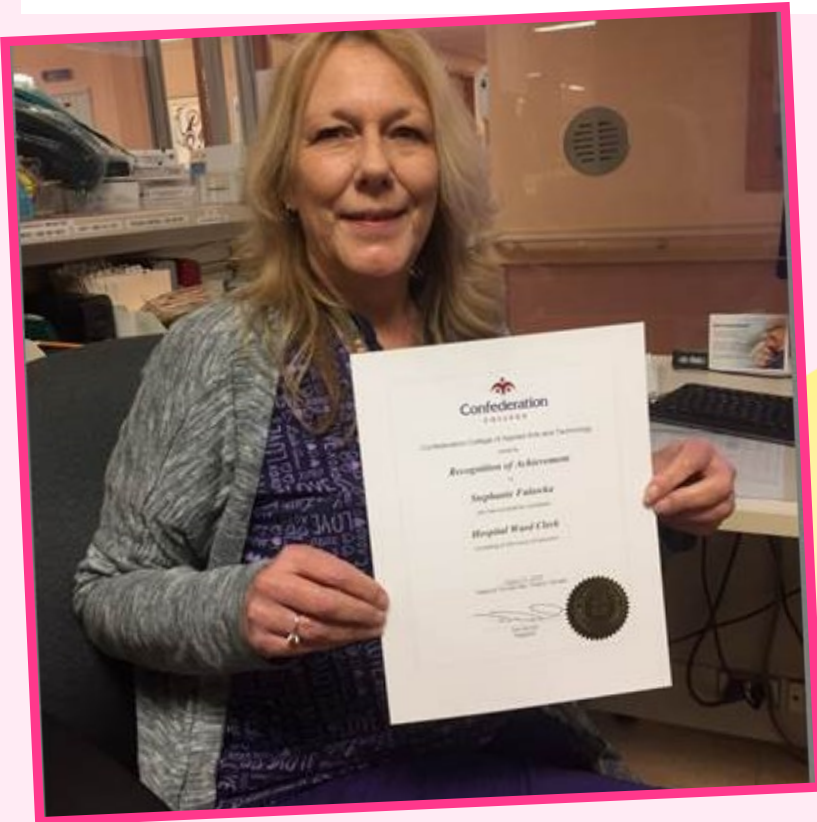


DEPARTMENT SPOTLIGHT:

April 2020



Ward Clerk

The month of April recognizes Hospital Admitting Clerk's Day (April 5th). At RLMCMH, we know them as Ward Clerks and they do so MUCH MORE than just admitting patients! From organizing ORNGE transfers, to transcribing orders, coordinating appointments, entering payroll, conducting call-outs, and all the in-betweens, our Ward Clerks are multi-talented multi-taskers!

Currently, RLMCMH employs one full-time and two part-time Ward Clerks, in addition to several casual staff. The Hospital has sponsored two of these permanent staff members to complete the Confederation College Hospital Ward Clerk Program through distance education.

Being successful at this job requires excellent organizational skills, as well as attention to detail. Communication is also key — the Ward Clerk answers questions, takes directions, and facilitates all kinds of messages between patients, nurses and physicians.

Keep up the amazing work that you do! We are so lucky to have such a great team of Ward Clerks.