



## POSITION DESCRIPTION

<b>POSITION TITLE:</b> Administrative Assistant - Clinical Teaching Unit	<b>DEPARTMENT:</b> Medical Administration, Medical Services Program
<b>CLASSIFICATION:</b> Administrative Assistant	<b>APPROVED BY:</b> Regional Lead – Medical Services
<b>UNION:</b> Out of Scope	<b>DATE APPROVED:</b> August 10, 2017

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Regional Lead – Medical Services and Director, Health Services

**POSITIONS SUPERVISED:** None

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### POSITION PURPOSE

The Administrative Assistant – Clinical Teaching Unit (CTU) is responsible for providing administrative support for the Clinical Teaching Unit Initiatives. On occasion, the incumbent will provide support to the Regional Lead – Medical Services. While maintaining confidentiality in all matters relating to clients, staff and the organization, the incumbent works co-operatively in a matrix structure to support the functions of the Medical Services program.

The incumbent will exercise the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Is the primary contact for the University of Manitoba (U of M) Family Medicine Enhanced Distributed Education Centre (FMEDEC), is the primary contact for the Office of Rural and Northern Health (ORNH) including Rural Week and Home for the Summer programs. Coordinates placement with the Physician Lead and receives emails confirming the placements for medical students and residents.
- Coordinates placement with the Physician Lead and receives emails confirming the placements for medical students and residents.
- Arranges preceptors with Physician Lead.

- Prepares introductory emails to medical students /residents to confirm dates, location, and informs clinic personnel.
- Arranges living accommodations; including key pick-ups, addresses, and accommodation details.
- Arranges for initial tour of Southern Health-Santé Sud facilities. Arranges clinical orientation and schedules time for Electronic Medical Record training.
- Arranges, with Physician Lead, residents' schedules with designated preceptor supervision, including allowing for: the opportunity for daily rounds at the hospital, participation in PCH rounds, and student/resident specific learning goals.
- Ensures, with Physician Lead, that resident is cross-booked for all procedures.
- Registers contact information (cell phone, email) and distributes to the team.
- Ensures all necessary documentation is completed including completion of academic work, submission of agreements, evaluations, field notes etc.
- Ensures required documentation and communication with the university/faculty is complete and submitted by the required timelines.
- Performs duties in accordance with policy while maintaining confidentiality in all matters.
- Maintains Outlook calendars, arranges meetings and appointments, including booking for internal/external facilities and catering arrangements.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

In consultation with the Physician Lead, the Administrative Assistant will:

- Arrange dates and rooms for presentations.
- Prepares introductory photo pages (names, dates, clinics, preceptors, residents) and send to Southern Health-Santé Sud facilities. Organizes Telehealth and ensures attendance is taken at sessions and submitted to the U of M.
- Distributes and collects residents' evaluations/cards prepared by students/non preceptors.
- Ensures completion of the evaluations for the students/residents.
- Organizes faculty development sessions.
- Prepares agendas and makes arrangements for CTU meetings, takes minutes, transcribes and distributes minutes as needed.
- Prepares articles or news info stories for newspaper(s).
- Ensures teachers/preceptors have university appointments.
- Is "go to" person for residents, teachers, and preceptors.
- Organizes formal feedback on students/residents.
- Liaises between Southern Health-Santé Sud facilities and medical institutions
- Troubleshoots difficulties with rotations/schedules, i.e. adjusts rotations/preceptors if needed.
- Aware of resources available for students/residents and preceptors and disseminates the information as required.
- Enhances rural exposure for students and residents by supporting educational options in other sites in Southern Health-Santé Sud.
- Assists with recruitment and/or educational events with Southern Health-Santé Sud.
- Receives all funds for CTU.

- Receives and pays all invoices for CTU.
- Submits a monthly reconciliation of funds.
- Submits to Committee an annual report of revenues and expenses to March 31.
- Prepares annual budget, April 1 to March 31.
- Performs duties as required.

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RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

## **PERFORMANCE MEASUREMENTS**

1. In accordance with the regional performance review guidelines.

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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Graduate of a recognized Administrative Assistant program.

### **EXPERIENCE REQUIRED:**

- Two (2) years previous experience in an office environment.
- Two (2) years previous experience in a health care environment.

### **SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Proficiency in Microsoft Office Applications and Outlook.
- Demonstrated ability to type 60 words per minute.
- Demonstrated ability to work with minimum supervision.
- Demonstrated ability to work as a team player with an ability to work independently and to be resourceful in seeking out information.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.

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### **WORK CONDITIONS:**

- No hazardous or significantly unpleasant conditions.
- May work occasionally evenings and weekends as necessary.

- Will be required to travel to other regional facilities as the position duties may require.
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**SALARY SCALE:**

As per Non Union Salary Scale

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*