

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Nursing Unit Clerk

Class Code: 1241

Pay Grade: 505

GENERAL CLASS DESCRIPTION:

Under direct supervision of the unit supervisor, performs clerical, reception and related duties relative to nursing care and service to patients. Duties may involve the use of personal computers, computers terminals and a variety of software and/or conventional office equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provides information and direction to hospital staff and visitors coming to the unit; answers the telephone; takes and delivers messages.
2. Maintains appropriate information in the electronic medical record; assures the proper identification when recording temperature, pulse, respiration, and laboratory values on the medical record.
3. Notifies appropriate professionals of a patient admission/transfer/discharge and prepares the required forms with patient identification information.
4. Answers patient calls on the intercom and refers their needs for assistance to the appropriate person.
5. Assists patients in making telephone calls; stores and retrieves valuables at time of admission and discharge.
6. Assists the nurse in making arrangements for patient transfer to another unit or discharge; schedules tests and arranges transportation or escort of patient to and from appointments; sorts and delivers mail to patients.
7. Makes arrangements for obtaining and returning patient x-rays as directed by the nurse in charge.
8. Completes and maintains hospital and nursing records such as census information, diet order lists and other records as required following established procedures.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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9. Orders supplies, equipment and equipment repairs under the direction of the supervisor.
10. Utilizes appropriate time and attendance information/records and updates/keeps current on information as schedule changes occur.
11. Maintains cleanliness and orderliness in the Nursing Station and other charting areas in the unit.
12. Performs errands as requested by nurse in charge.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of unit and hospital routines and functions sufficient to refer calls, visitors, records, and to schedule medical tests and procedures.
2. Knowledge of proper format, grammar, spelling, punctuation, and capitalization.
3. Skill in operating office equipment.
4. Skill in utilizing computer software and online systems.
5. Skill in using digital tools to gather, evaluate, document and use data and other information.
6. Ability to communicate effectively with staff, students, patients, and the public.
7. Ability to follow oral and written instructions.
8. Ability to collect data and keep accurate records.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Graduation from high school and any combination of clerical experience, health care experience and/or post high school education which totals one year, or
2. Any combination of clerical experience and/or health care experience which totals two years.