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| **DEPARTMENT: 5 South** | | **HOSPITAL SITE: General** | |
| **STAFF REPRESENTATIVE: Patti Hudson** | **Location:-**  **5 South** | | **Ph. Ext.**  **46526** |

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| **1.** | **Number of students requested for this semester: 1** |

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| **2.** | **Placement Title and Type: Clerical**  **(ie. Clerical, lab, nursing)** |  |

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| **3.** | **Please provide a brief description (a couple of sentences) of student placement and identify 5 primary tasks/duties/activities in order of importance to be observed/performed by the student(s).**    **This is to work with the business clerk performing clerical tasks, including phones, filing, data entry, stocking, booking appointments** |
| **4.** | **Work situation (e.g. on own, with equipment, with people):**  **With people, including some contact with family members and potentially patients in a clerical situation; working with computers and telephones** |
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| **5.** | **Desired skills/attitudes.**  **Computer skills; pleasant with good manners, in person and on phone, outgoing personality with no difficulty meeting new people, taking direction, following instructions** |
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| **6.** | **Type of student not appropriate for this placement.**  **Timid, overly shy, uneasy in a busy, noisy, crowded environment** |
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