

DEPARTMENT: 4C & L&D – Women’s Health

HOSPITAL SITE: MUMC

STAFF REPRESENTATIVE: Shasta Cividino

Location:- 4C and L&D

Ph. Ext.

1. Number of students requested for this semester: 1

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

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).

Students would be aiding to provide assistance with clerical duties in both L&D and 4C post-partum that would include exposure to the disciplines, roles and responsibilities on the unit. Tasks would include:

- Filing patient information
- Answering phones and call bells
- Creating patient information packs
- Liaising with patients to assist with way finding
- Chart initiation

4. Work situation (e.g. on own, with equipment, with people):

Primarily working with Business Clerks at main nursing station, own work station available.

5. Desired skills/attitudes.

- Self-directed
- Confident
- Leaderful
- Organization
- Excellent time management

Type of student not appropriate for this placement.

6.