

## High School Co-operative Education Placement Description

<b>Department/Program:</b>	Surgery - Ophthalmology	<b>Location</b>	SJHH King Campus
<b>Manager</b>	Carling Provost	<b>Placement Supervisor</b>	Sharan Bains Jade Humphrey / Joanne Verboom Dr. Enitan Sogbesan
<b>Hours for Fall/Winter placement</b>	AM or PM	<b>Dress code</b>	Professional Image Standard
<b>Department/Program Description</b>			
<p>The ophthalmology department at St. Joseph's Healthcare Hamilton- King Campus sees approximately 500 patients per day for various eye disorders. A placement in this department will allow a co-op student to be exposed to various occupations/professions in preparation for future careers. You will spend approximately 15 hours per week (Fall/Winter Co-op) or 6-8hrs/day (Summer Co-op) shadowing medical secretary to develop and refine the basic skills required to maintain a medical office.</p>			
<b>Duties &amp; Responsibilities</b>		<b>Learning Opportunities</b>	
<ul style="list-style-type: none"> <li>- Assist with patient care doing duties that may Labelling Charts, forms, and referrals for health records.</li> <li>- Receiving and date stamping referrals, and inputting referral information onto spreadsheets.</li> <li>- Compilation of eye awareness pamphlets for patients.</li> <li>- Compilation of surgical packages.</li> <li>- Faxing appointment information to referring doctors (optometrists/family doctors).</li> <li>- Mailing appointments and surgical packages to patients.</li> <li>- Assistance in filling out forms for patients unable to see clearly.</li> </ul>		<ul style="list-style-type: none"> <li>- Develop and refine the basic skills required to maintain a medical office.</li> <li>- Develop effective communication skills with patients, families and other health care providers.</li> <li>- Develop the ability to stay calm and work in a busy/stressful environment.</li> <li>- Conduct information interviews where you will be able to ask questions related to the role or field (eg. Relating to the education required, typical work hours, work/life balance etc.</li> <li>- Meet other staff with in the area and learn their roles in the ophthalmology department.</li> <li>- Exposure to various equipment and eye examination methods and have an opportunity to learn how to run different tests.</li> </ul>	
<b>Desired Skills</b>		<b>Working Conditions</b>	
<ul style="list-style-type: none"> <li>- Ability to maintain composure in a busy/stressful environment</li> <li>- Excellent attention to detail and observational skills</li> <li>- Comfortable with extended standing and walking</li> <li>- Good hearing and visual acuity</li> <li>- Maturity to recognize patients' privacy and to provide support for patients, families and visitors</li> <li>- Ability to follow directions and the health and safety rules and regulations</li> <li>- Should be punctual with the work shifts</li> <li>- Can work in a team</li> <li>- Knowledge of any other language apart from English will be an additional benefit</li> </ul>		<ul style="list-style-type: none"> <li>- Fast paced medical outpatient environment</li> <li>- ability to sit and/or stand for long periods of work</li> </ul>	
<b>Approved By:</b>		<b>Date:</b>	