RESTOR
INTERNATIONAL INC.

Job Description – Ward Coordinator

Description

A non-medical position, the ward coordinator coordinates all activities on the ward working with the surgical care coordinator, the pediatricians and surgeons and brings any problems to their attention.

Responsibilities

- Coordinates the arrival of patients to the hospital, from the ward to surgery and back
- Provides patient information to the Surgical Care Coordinator (SCC), Pediatricians & other Surgeons
- Reports issues or concerns regarding patients and their families to appropriate person

Qualifications

- Good observation skills
- Some medical experience – mother, medical receptionist, retired nurse
- Good problem solving and communication skills
- Self-starter, able to take initiative
- Calm, compassionate

Pre-embarkment

- Researches cleft lip and palette and burn contractures and any other planned surgeries

Registration Day

- Working with an interpreter assists paediatrician, SCC and Surgeons as needed

- May be asked to perform nonmedical tasks such as weighing the patient
- Escorts patients to and from lab tests
- Ensures instructions to the patients and their families from medical teams are understood through the Interpreter regarding scheduled OR time, etc

Surgical Days

- Confirms patients have arrived when scheduled
- Arranges alternative patients when others have not arrived or are disqualified from surgery
- Observes and reports any situation that may result in a cancellation
- Contacts patient transport or rec therapist if needed

Post Op Hospital Stay

- Attends rounds to be aware of possible problems
- Reports any obvious issues to the SCC, Head Nurse or Pediatrician – difficulty with medications, food, pain, dressings
- Reports any issues with discharge plan to SCC and/or Pediatrician regarding transportation, ability to return to post op clinic, etc

Post Op Clinic Day

- Assist as needed re checking patients in etc

Equipment

- Scrubs, comfortable shoes

Hours

- Arrives early and leaves after the last patient has settled in to the wards