



Department of Family Medicine  
Queen's Family Health Team

## **Medical Office Assistant - After Hours Clinic (1 Casual Term Position)**

**Employer:** Department of Family Medicine, Queen's University

**Hours of Work:** Mondays and Tuesdays (4:30pm to 8:00pm)

**Length of Position:** Immediately to December 18, 2018 (every Monday and Tuesday).  
Possibility of extension into 2019.

### **Position Description:**

- Rooming of patients and intake of patient information, which includes but is not limited to: greeting patients, taking patient histories, taking and recording vital signs including heights, weights, blood pressure, pulse, and body mass index calculations, and entering these findings in the electronic medical record.
- Assisting with the flow of patients, and preparing patients for the appointment.
- Supporting the team which includes the following duties: working in collaboration with the nurse, the medical residents, the physicians, preparing exam and treatment rooms with necessary trays and instruments, preparing supplies and equipment for treatments including liquid nitrogen, cleaning and preparing examination rooms, treatment/procedure rooms between patients and utility rooms as needed, communicating findings to members of the health care team as needed.

### **Required Qualifications:**

- Completion of one year post-secondary studies in a health care field.
- Completion of a health assessment course.
- Understanding of medical terminology.
- Pharmacology course would be considered an asset.
- One-year of experience in one of the following: outpatient clinics, physician's office or community health center would be considered an asset.

**Location:** Haynes Hall, 115 Clarence Street, Kingston, Ontario

**Rate of Pay:** \$21.27-\$25.03 per hour commensurate with experience

**Application Process:** forward a resume highlighting qualifications to Francine Janiuk at [francine.janiuk@dfm.queensu.ca](mailto:francine.janiuk@dfm.queensu.ca) by October 12, 2018.