
EMERGENCY DEPARTMENT POLICIES

SUBJECT: Senior Registrar

NO. 19.3

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Original Date of Issue: 8/95

Reviewed:	2/96	8/98	3/00				
Revised:	3/97	4/03					

Patient Population

Neonate	√
Pediatric	√
Adolescent	√
Adult	√
Geriatric	√

I. TITLE: Senior Registrar**II. SCOPE:** Serves as a liaison for staff, patients and visitors in the Emergency Department.**III. PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Liaise for family members and/or significant others of patients in the treatment area. Responds to patient problems and assures senior management is aware of any unresolved issues.
2. According to established policies and procedures maintains the bed assignment board.
3. Answers dedicated physician telephone line on a 24/7 basis.
4. Takes all patient referrals by telephone and enters them into a database.
5. Contacts MAR and enters all relevant information into the Access database.
6. Assists ED physicians with contacting consultants and other physicians as needed.
7. Other duties as assigned.

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IV. SHARED DUTIES AND RESPONSIBILITIES ACROSS EMERGENCY DEPARTMENT:

It is expected that all employees will function as members of a team dedicated to provide the highest quality patient care and service(s) to our patients by assisting in such functions as maintaining a safe, clean and functional environment, answering phones, transporting patients and assisting visitors.

V. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Interpersonal skills to effectively communicate with patients, clinicians and other members of medical center.
2. Work requires a high level of general educational development and/or professional level of knowledge which would be acquired by completing an associate's program in college.
3. Ability to set priorities, problem solve, use proper judgment in difficult situations and be flexible.
4. Knowledge of keyboard and computer skills.
5. Knowledge of medical terminology.

VI. WORKING CONDITIONS:

1. Work in patient care environment.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.