
Hospital Ward Clerk Resume

Job Objective

To secure the position of Hospital Ward Clerk that will allow me to utilize acquired skills and experience.

Work Experience:

Hospital Ward Clerk, May 2004 – Present
Fairbanks Memorial Hospital, Allison Park, PA

- Provided assistance in activities of daily living to promote patient and resident health.
- Familiarized to use equipment in the delivery of patient and resident care within the CNA scope of practice.
- Ensured to protect confidentiality of patients, residents and colleagues and actively sought out and accepted feedback.
- Supported the influence of the individual's human experiences of health, illness & healing into the nursing care plan.
- Advocated to needs of patients and residents and provided care in an ethical and legal manner.

Hospital Ward Clerk, March 2002– April 2004
POH Regional Medical Center, Allison Park, PA

- Reported concerns regarding patient and resident care.
 - Demonstrated the unit specific skills requisite for assigned service area.
 - Recognized and acknowledged limitations and capabilities and ensured to refer to RN and LPN when needed.
 - Participated in unit changes and productively managed downtime per unit standards.
 - Utilized equipment and supplies effectively.
 - Integrated technical, psychological, social, intellectual and physical skills in the delivery of CNA patient and resident care.
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Summary of Qualifications:

- In-depth knowledge of hospital rules and regulations
 - Sound knowledge of general laboratory procedures, principles, methods used in laboratory tests
 - Able to deliver care within multi-disciplinary approach
 - Ability to integrate technical, psychological, social, intellectual, and physical skills
 - Ability to work under extreme stress and pressure
 - Ability to lift up to 50 lbs
 - Ability to handle multiple tasks
 - Excellent ability to perform other duties such as filing, typing, faxing, answering phone
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Education:

Associate Degree in Medical Office Assistant, Wayne County Community College, Detroit, MI

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