



Sample Job Descriptions

HEMATOLOGY ADMINISTRATION

The student will be responsible for work with Research Nurse and Administrative Coordinator on databases across multiple platforms, e.g. Access, Excel and HandBase Pro. Duties include input on data design and some data entry. The student will be responsible for producing 10-15 laminated ID cards per day for patients with hemophilia and sickle cell disease using Adobe Acrobat and a laminator. The student will surf bleeding disorders websites to compile informational “links” that we can display on the website.

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Student will be responsible for data entry and inventory of pathology paraffin blocks. Patient materials return: collating patient materials which have been loaned to BWH for second opinion with reports, and returning loan materials to referring institutions. The student will also be responsible for filing paraffin blocks which have been cut for diagnosis. Skills: data entry computer skills and detailed oriented.

REHABILITATION SERVICES

Aide: Is responsible for assisting patients navigate hospital, cleaning of equipment, set-up/break down of equipment, greeting and escorting patients, assist in inventory control and assist therapists with some activities. Other duties may include but not limited to filing, photocopying deliveries, organizational tasks, tidy up waiting area, occasionally answer phones and make calls. Observe P.T. care when other tasks are complete.