

Mercy University Hospital, Cork is a Catholic Voluntary Hospital founded in 1857 by the Sisters of Mercy. It is a centre of National and International excellence, renowned for its research and tertiary services and is a teaching hospital of University College Cork. The Mercy University Hospital provides specialist in-patient, day-patient out-patient services and accident and 24/7 emergency services in the centre of Cork City.

We are currently looking for candidates to fill the following position(s);



# Permanent Part-Time Clerical Officer

## Outpatients Department

*(Under the Governance of Mercy University Hospital Cork CLG.)*

MUH are looking to recruit a Permanent Part-Time CO3 for the Outpatients Department. The post holders will be part of the OPD Admin Team and take part in all aspects of the OPD Rota which include: Reception/registration, both G.P and E-Referrals, Bookings, Patient Target Lists, Chart Checking, Bookings. The post holder will provide two mornings clerical support to the Dressing Clinic.

**Responsibilities** - *The post holder will be responsible for;*

- *Dealing with the public, checking in/registering patients and answering queries*
- *Updating iPMS in real time*
- *Dealing with referrals in line with SDU guidelines*
- *Preparing charts in advance of OPD Clinics*
- *Making follow up bookings after clinics have been held*
- *Filing reports and making follow up appointments*
- *Providing clerical support to the dressing clinic*
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**Eligibility Criteria** - *Candidates:*

- *iPMS Experience*
- *Excellent computer skills*
- *Formal Secretarial Training*
- *Ability to work as a strong team player & also independently*
- *Excellent communication and time management skills*
- *Excellent organisational skills*

**Closing Date: 1pm, Monday 14th May 2018**

### 1. Email

E-mail a letter of application together with your CV and names and numbers of 3 referees to:

**recruitment@muh.ie**

### 2. Post

Send 3 hard copies of your CV together with a letter of application and names and numbers of 3 referees to:  
Human Resources, Mercy University Hospital,  
Grenville Place, Cork, Ireland

**recruitment@muh.ie**

*Terms and conditions of employment are in accordance with the Department of Health and Children regulations. Mercy University Hospital is an equal opportunities employer. Canvassing will disqualify.*