

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);



Part-time Permanent Medical Records/Medical Secretary Supervisor Grade 5 (22.2 Hours)

The Medical Records/Medical Secretary Supervisor oversees the running of the Medical Records Department, Medical Secretariat and Admissions Office. The role reports into the Healthcare Records/Secretary Manager. The role involves assisting with the implementation of efficient and effective healthcare records management, the supervision and training of the Medical Secretaries, Medical Records and Admissions Office clerical staff.

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

- Staff Record keeping for leave requests
- Sick Leave Records
- Setting up of staff rosters
- iPMS training
- Healthcare Records Management
- Monitoring GP electronic referrals
- Supervision of Medical Records, Medical Secretary and Admissions Office clerical officers

Eligibility Criteria - *Candidates:*

- Supervisory qualification
- Excellent computer skills
- A minimum of three years clerical/secretarial experience essential
- A minimum of three years supervisory experience
- Excellent communication and time management skills
- Excellent organizational skills
- iPMS experience essential

Closing Date: 1pm Thursday 4th May

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.