



Carleton Place & District Memorial Hospital

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**C.U.P.E. JOB POSTING #2023-041  
DIAGNOSTIC IMAGING CLERK  
TEMPORARY PART TIME POSITION  
(Start Date: As soon as possible)**

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**Supervisor:** Clinical Manager/PACS Administrator  
**Posting Date:** Thursday, October 12, 2023  
**Closing Date:** **Wednesday, October 18, 2023 at 4:00 pm**  
**Apply To:** [jobs@carletonplacehosp.com](mailto:jobs@carletonplacehosp.com) or in person to Human Resources (see below)

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**Job Description**

The incumbent performs all clerical and filing duties associated with Diagnostic Imaging (X-Ray and Ultrasound) and Cardiopulmonary procedures (ECG's, Echos, Holter & Loop Monitoring and Pacemaker telephone transmissions).

**Basic Requirements:**

- Grade Twelve (12) or equivalent;
- General clerical and computer skills;
- Ability to work accurately and efficiently with minimum supervision;
- Ability to work under pressure;
- Ability to meet the physical demands of the job;
- Background in anatomy and medical terminology;
- Background in Meditech preferred.

**Qualified Applicants** should apply in person or by email to:

Jaclyn Bentley, Human Resources Integrated Coordinator

Email: [jobs@carletonplacehosp.com](mailto:jobs@carletonplacehosp.com)

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**All staff will support and promote a culture of patient and family-centred care.**

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***All staff play a role in patient safety and it is an expectation that you will provide safe, high quality patient care and service. This will be achieved by, but not limited to, taking a problem solving approach to your work, using sound judgment, acting appropriately to ensure safety and taking the initiative to improve care and service.***

***If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.***