



FLORIDA POISON INFORMATION CENTER NETWORK

POISON CENTER SCRIBE

The FLORIDA POISON INFORMATION CENTER-TAMPA is currently seeking students interested in work as a poison center scribe. The Poison Center Scribe will be responsible for assisting the Specialists in Poison Information in documenting calls received. Responsibilities will include: data entry into the Call Tracking Program in a timely fashion, accessing and replaying recordings of calls in order to ensure data integrity, assisting in gathering and recording pertinent test results, and drafting notes for review and signature by the Specialists in Poison Information. The incumbent will work under the direction of the Specialists in Poison Information to assist Specialists in managing poisoned patients and provide information to the public. Scribes will provide administrative support to Poison Center staff who provide poison services to the people of Central and Southwest Florida on a 24-hour basis. Responsible for performing job duties in accordance with mission, vision and values of the Florida Poison Information Center, Tampa at Tampa General Hospital.

QUALIFICATIONS: Student of an accredited health-science major (Pharmacy, Nursing, etc) and the ability to use computer equipment, databases, and related office equipment. The ability to read, write and speak English clearly and distinctly. Knowledge of medical terminology is a plus. Must be detail oriented and able to synthesize and succinctly report an interview.

EMERGENCY SURGE RESPONSE TEAM

The FLORIDA POISON INFORMATION CENTER, TAMPA is currently seeking professional students interested in participating in an as needed basis in responses to public health crises and disasters by participating in call center activities to provide the public with needed information and assist health care responders in managing patients. Responsibilities and availability of work will be defined as dictated by the event, and may change over time. Responsibilities may include providing customer service in a call center setting to assist in support of public health activities, performing data entry, gathering and record information, and proving information according to provided scripted materials. Responsible for performing job duties in accordance with mission, vision and values of the Florida Poison Information Center, Tampa at Tampa General Hospital.

QUALIFICATIONS: Student of an accredited health-science major (Pharmacy, Nursing, etc) and the ability to use computer equipment, databases, and related office equipment. The ability to read, write and speak English clearly and distinctly. Knowledge of medical terminology is a plus. The ability to speak, write and read Spanish and English is a plus. Must be detail oriented.

If interested in further information, please contact Dr. Michelle Rutledge or Dr. Cynthia Lewis-Younger at 813-844-7044.