



# *Provincial Job Description*

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***TITLE:***  
**(212) Operating Room  
Scheduler**

***PAY GRADE:***  
**11**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Initiates, coordinates and maintains the schedules for the Operating Room theatres.

***QUALIFICATIONS:***

- ◆ Office Education certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Intermediate computer skills
- ◆ Basic medical terminology
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently

***EXPERIENCE:***

- ◆ **Previous:** Twelve (12) months previous experience working in a medical office environment utilizing medical terminology.

## ***KEY ACTIVITIES:***

### **A. Book / Schedule Patients for Surgery**

- ◆ Provides input of Operating Room schedules, prepares Operating Room slate.
- ◆ Maintains necessary documentation.
- ◆ Enters procedure codes to ensure proper instrumentation is sent to Operating Room.
- ◆ Coordinates patients, support staff and surgeons/anaesthetist with available Operating Room time.
- ◆ Uses appropriate guidelines for Operating Room and bed allocation.
- ◆ Books/coordinates pre-admission appointments and diagnostic procedures.
- ◆ Establishes wait lists.
- ◆ Resolves procedure and equipment conflicts.
- ◆ Provides data entry.

### **B. Communication**

- ◆ Communicates surgery schedules to patients and physician offices.
- ◆ Communicates with Operating Room and supporting departments.
- ◆ Distributes Operating Room slates.

### **C. Clerical**

- ◆ Enters client demographic information.
- ◆ Provides wait lists to Saskatchewan Health.
- ◆ Maintains wait lists.
- ◆ Produces reports and statistics.
- ◆ Processes mail.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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