



Provincial Job Description

TITLE:
**(233) Staff & Operating Room
Scheduler**

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains staff schedules, adhering to collective agreements. Schedules patients for the Operating Room, specialist clinics and Pre-Admission clinics.

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. Staff Scheduling

- ◆ **Maintains staff schedules (e.g., master rotation) in accordance with collective agreement requirements and departmental policies/procedures.**
- ◆ **Calls and schedules staff for replacement of Leave of Absence and schedules adjustments.**
- ◆ **Maintains current seniority lists.**
- ◆ **Formats, prints and posts staff schedules.**
- ◆ **Compiles and posts call-in lists.**

B. Bookings

- ◆ **Schedules bookings for the Operating Room; prepares and circulates Operating Room slate.**
- ◆ **Ensures patients have proper forms filled out for surgery.**
- ◆ **Schedules bookings for the Day Surgery Unit and notifies patients regarding time of arrival for their surgery.**
- ◆ **Communicates with surgeons regarding scheduled bookings.**
- ◆ **Ensures proper information is attached to patient charts before surgery.**
- ◆ **Assists staff in the Pre-Admission Clinic and the Day Surgery Unit.**
- ◆ **Prepares list of patients attending Pre-Admission Clinic.**

C. Payroll / Benefits

- ◆ **Collects, verifies, inputs data, transmits and files payroll data.**
- ◆ **Checks pay sheets and makes any necessary corrections.**
- ◆ **Informs payroll office of any staff changes.**
- ◆ **Identifies errors and makes corrections.**
- ◆ **Tracks vacation and sick time accrual.**
- ◆ **Prepares spreadsheets.**
- ◆ **Explains benefit plans and enrolls employees.**
- ◆ **Assists employees in filling out forms (e.g., Workers' Compensation and disability forms).**
- ◆ **Prepares employee benefits reports.**
- ◆ **Prepares monthly and yearly reports to government, (e.g., T4's).**

D. Related Key Work Activities

- ◆ **Processes monthly statistical summary for long term care.**
- ◆ **Processes statistical reports for acute care.**
- ◆ **Collects and files information for monthly statistics.**
- ◆ **Types memos.**
- ◆ **Provides telephone reception.**
- ◆ **Photocopies.**
- ◆ **Prepares, updates and distributes specialist bookings.**
- ◆ **Files documents.**
- ◆ **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:

SGEU:

SAHO:

Date: 2005

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