


Job Evaluation Rating Documentation

CUPE, SEIU, SGEU, SAHO 	Job Title <u>Placement Clerk</u> Date <u>October, 2000</u> Revised Date <u>2004</u> Revised Date _____	Code <u>002</u>
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Decision Making Works according to established patient placement guidelines. Uses discretion when working with departments/facilities in determining the most appropriate placement of patients.	Degree <u>2.5</u>
Education Grade 12. Office Education certificate (1200 hours).	<u>3.5</u>
Experience Twelve (12) months previous experience performing patient registration clerk duties. Nine (9) months to become familiar with placement guidelines and region/facility/department policies and procedures.	<u>5.0</u>
Independent Judgement Majority of the job requires judgement within the established patient placement guidelines. Works closely with other departments/facilities when resolving bed management issues. Seeks direction from senior staff/physicians on unusual patient placement practices, (e.g., unit is 100% full, must seek direction for opening additional beds.)	<u>3.0</u>
Working Relationships Requires tact and discretion with dealing with clients/patients, staff and families regarding bed shortages. Secures cooperation of nursing staff when attempting to reallocate beds to accomodate new patients.	<u>4.0</u>

Impact of Action	Degree
Allocates hospital beds in accordance with patient needs and region/facility patient placement guidelines to meet quality and service requirements. Delays in placement decisions may cause minor discomfort to clients/patients/residents. Misjudgement in the coordination of patient placement may have a limited affect on other departments.	<u>2.0</u>
Leadership and/or Supervision Provides orientation to staff.	<u>1.0</u>
Physical Demands Regular physical effort lifting, reaching with accurate coordination while keyboarding and writing with restricted movement when using the telephone and computer.	<u>2.0</u>
Sensory Demands Regular sensory effort listening to/acquiring information from unit staff/nursing/physicians regarding patient placement while simultaneously accessing the computer with periods of competing multiple sensory demands.	<u>2.5</u>
Environment Occasional exposure to minor conditions such as interruptions, and verbal abuse.	<u>2.0</u>