


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Clinic Assistant</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>135</u></p>
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<p>Decision Making</p> <p>Follows prescribed practices when assisting physicians. Prioritizes daily workload between reception functions, general office duties and preparing billings. Uses discretion when evaluating and responding to emergent client/patient situations.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Education</p> <p>Grade 12. Medical Office Assistant diploma (Saskatoon Business College) (800 hours).</p>	<p><u>3.0</u></p>
<p>Experience</p> <p>No previous experience. Nine (9) months on the job to become familiar with clinic practices and region/facility/department policies and procedures.</p>	<p><u>3.0</u></p>
<p>Independent Judgement</p> <p>Performs physician billing according to standard practice. Uses judgement when handling urgent patient needs and directing them to appropriate care.</p>	<p><u>3.0</u></p>
<p>Working Relationships</p> <p>Requires tact when discussing patient problems and advising them of care options available to them. Has regular contact with clients/patients requiring tact and discretion.</p>	<p><u>3.0</u></p>

Impact of Action	Degree
<p>Provides reception/clerical/billing services and assists physician in clinic to meet quality and service requirements.</p> <p>Displays diligence when booking referrals to avoid delays in treatment. Inaccurate record keeping/filing may affect continuity of patient care.</p>	<u>2.0</u>
<p>Leadership and/or Supervision</p> <p>Provides orientation for staff.</p>	<u>1.0</u>
<p>Physical Demands</p> <p>Regular cumulative physical effort standing, walking, assisting light to heavy patients, keyboarding, sorting mail, writing, filing.</p>	<u>2.0</u>
<p>Sensory Demands</p> <p>Regular cumulative sensory effort reading, filing, sorting, computer operation, and observing/listening to physicians and patients.</p>	<u>2.0</u>
<p>Environment</p> <p>Occasional major disagreeable conditions such as blood/body fluids, soiled linen, sharps and exposure to infectious disease.</p>	<u>3.0</u>