


Job Evaluation Rating Documentation

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| CUPE, SEIU, SGEU, SAHO  | Job Title <u>Unit Clerk</u> Date <u>October, 2000</u> Revised Date <u>2004</u> Revised Date _____ | Code <u>183</u> |
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| Decision Making Follows clearly prescribed policies and procedures when arranging client/patient/resident transfers. Issues with calling in staff replacements are dealt with from a limited number of pre-existing alternatives. | Degree <u>2.0</u> |
| Education Grade 12. Office Education certificate (1200 hours). | <u>3.5</u> |
| Experience No previous experience. Nine (9) months on the job to become familiar with computer programs, transcribing physician orders, chart maintenance and region/facility/department policies and procedures. | <u>3.0</u> |
| Independent Judgement Follows established methods when providing clerical/reception support to the unit. Encounters and resolves minor operating problems associated with client/patient/resident transfers between units/facilities. | <u>2.5</u> |
| Working Relationships Requires courtesy and tact on a regular basis with clients/patients/residents and staff when coordinating travel, booking appointments and communicating with physicians. | <u>2.5</u> |

| Impact of Action | Degree |
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| Provides reception and clerical support to meet quality and service requirements. Misjudgement in coordinating appointments may delay related services. Misjudgement in transcribing physicians' orders (completing requisitions and forwarding to appropriate departments) may affect patient care/treatment. | <u>2.0</u> |
| Leadership and/or Supervision Provides orientation to staff. | <u>1.0</u> |
| Physical Demands Regular physical effort lifting, reaching and walking. Accurate hand-eye coordination required for computer operation, chart maintenance and filing. | <u>2.0</u> |
| Sensory Demands Regular sensory effort such as reading, writing, filing, sorting, computer operation and listening to clients/patients/residents, staff and physicians with periods of competing multiple sensory demands. | <u>2.5</u> |
| Environment Regular exposure to minor disagreeable conditions such as interruptions and multiple deadlines. Occasional exposure to major disagreeable conditions such as blood/body fluids and exposure to infectious disease. | <u>3.0</u> |