


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Operating Room Scheduler</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>212</u></p>
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<p><b>Decision Making</b></p> <p>Uses discretion on a regular basis to determine best provision of Operating Room booking services. Makes decisions regarding cancellation of procedures due to emergencies. Develops plans to ensure optimum usage of Operating Room facilities.</p>	<p><b>Degree</b></p> <p><u>3.5</u></p>
<p><b>Education</b></p> <p>Grade 12. Office Education certificate (1200 hours).</p>	<p><u>3.5</u></p>
<p><b>Experience</b></p> <p>Twelve (12) months previous experience working in a medical office environment utilizing medical terminology. Nine (9) months on the job to learn specialized surgical booking and appropriate guidelines and become familiar with region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p><b>Independent Judgement</b></p> <p>Follows surgical booking guidelines when coordinating and maintaining schedules for operating room theaters. Exercises judgement when canceling scheduled surgeries to accomodate urgent cases.</p>	<p><u>3.5</u></p>
<p><b>Working Relationships</b></p> <p>Has regular contact with doctors offices which often requires persuasion and motivation for coordinating procedures which require multiple specialists.</p>	<p><u>3.5</u></p>

<b>Impact of Action</b>	<b>Degree</b>
<p>Performs Operating Room scheduling to meet quality and service requirements. Misjudgment in coordinating diagnostic procedures or pre-admission clinics may result in delay of surgery. Misjudgment in entering procedure codes may result in wrong instrumentation sent to operating rooms.</p>	<p><u>2.0</u></p>
<p><b>Leadership and/or Supervision</b> Provides orientation to staff.</p>	<p><u>1.0</u></p>
<p><b>Physical Demands</b> Regular physical effort while simultaneously operating computer and communicating on the phone.</p>	<p><u>2.0</u></p>
<p><b>Sensory Demands</b> Regular sensory effort reading, writing and operating computer with periods of frequent effort preparing complicated schedules.</p>	<p><u>2.5</u></p>
<p><b>Environment</b> Occasional exposure to minor conditions such as rudeness/profanity, interruptions and multiple deadlines.</p>	<p><u>2.0</u></p>