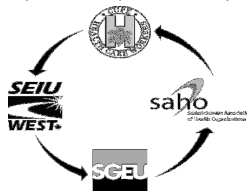


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Orderly Coordinator</u></p> <p>Date <u>2004</u></p> <p>Revised Date <u>March 7, 2012</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>324</u></p>
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<p>Decision Making</p> <p>Within limits of accepted practice, makes some choices regarding patient treatment in accordance with care plan. Discretion is required in solving problems such as how best to provide wound care or bowel and bladder care.</p>	<p>Degree</p> <p><u>3.0</u></p>
<p>Education</p> <p>Grade 12. Continuing Care Assistant certificate (760 hours).</p>	<p><u>3.0</u></p>
<p>Experience</p> <p>Twenty-four (24) months previous experience as an Orderly to consolidate knowledge and skills. Six (6) months on-the-job experience to develop coordinator skills and to become familiar with various procedures and ward routines, care plans, time management and region/facility/department policies and procedures.</p>	<p><u>6.0</u></p>
<p>Independent Judgement</p> <p>Work is defined by established procedures. Requires the use of judgement on a regular basis providing continuous assessment and care of clients/patients/residents.</p>	<p><u>3.5</u></p>
<p>Working Relationships</p> <p>Provides technical explanation and/or instruction to clients/patients/residents. Uses persuasion/motivation as part of their regular daily tasks (e.g., client/patient/resident mobility). Clients/patients/residents are often difficult and emotional.</p>	<p><u>4.0</u></p>

Impact of Action	Degree
Provides patient care and completes documentation to meet quality and service requirements. May cause identifiable deterioration in relations with clients/patients/residents as inconsistent care may result in insecurity and lack of trust. Serious injuries may result from lifting or transferring clients/patients/residents.	<u>3.0</u>
Leadership and/or Supervision Provides limited direction to Orderlies by assigning, checking and maintaing the flow of work. Provides training and input to performance review and hiring of Orderlies	<u>3.0</u>
Physical Demands Frequent physical effort standing, reaching, lifting, twisting, and repetitive motion causing fatigue.	<u>3.0</u>
Sensory Demands Regular visual and listening effort required while working with clients/patients/residents, monitoring medical equipment, and dealing with frequent multiple sensory demands.	<u>2.5</u>
Environment Frequent exposure to major conditions such as blood and body fluids, unpredictable weights and verbal/physical abuse.	<u>5.0</u>