Job Evaluation Rating Document

		Code
Job Title	Placement Clerk	
Date	October, 2000	
Revised Date	2004; April 4, 2017	002
Revised Date	May 16, 2024	

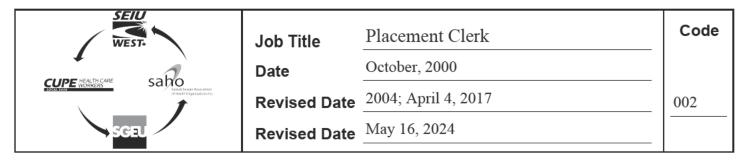*(Logos: SEIU WEST, CUPE Health Care Workers Local 5430, saho Saskatchewan Association of Health Organizations Inc., SGEU)*

Decision Making — **Degree**

Works according to established patient placement guidelines. Uses discretion when working with departments/facilities in determining the most appropriate placement of patients.

2.5

Education — **Degree**

Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).

3.5

Experience — **Degree**

Twelve (12) months previous experience performing patient registration duties. Nine (9) months to become familiar with placement guidelines and department policies and procedures.

5.0

Independent Judgement — **Degree**

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.

3.0

Working Relationships — **Degree**

Requires appropriate tact when dealing with clients/patients, staff and families regarding bed shortages. Secures cooperation of nursing staff when attempting to allocate beds to accommodate new patients.

3.5

Impact of Action	**Degree**
Misjudgement in the coordination of patient placement may have a limited effect on other departments.	2.0

Leadership and/or Supervision	**Degree**
May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	1.0

Physical Demands	**Degree**
Regular physical effort lifting and reaching with accurate coordination when performing computer operation.	2.0

Sensory Demands	**Degree**
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.	2.5

Environment	**Degree**
Occasional exposure to minor conditions such as interruptions and multiple deadlines.	2.0