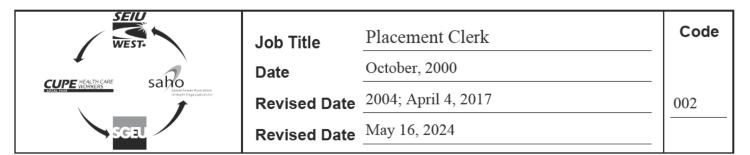
Job Evaluation Rating Document



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 Office Administration diploma (Saskatoon Business College 860 hours) (Rating of 3.0)	
*As per the MOA regarding Education factor review (January 2019) the JJEMC will continue to utilize 1040 hours as no other factors were impacted by this change. The education will remain at 3.5	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

Job Title	Placement Clerk Code	002
Impact of Action	on It in the coordination of patient placement may have a limited effect on other	Degree
departments.		2.0
Leadership an	d/or Supervision	Degree
May show oth area and proc	ners how to perform tasks or duties by familiarizing new employees with the work esses.	1.0
Physical Dema	ands	Degree
Regular physicomputer ope	ical effort lifting and reaching with accurate coordination when performing ration.	2.0
Sensory Dema	ands	Degree
regarding pat	ory effort listening to/acquiring information from unit staff/nursing/physicians ient placement while simultaneously accessing the computer with periods of ultiple sensory demands.	

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

2.5