


Job Evaluation Rating Document

	<p>Job Title <u>Clinic Assistant</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004; January 11, 2017</u></p> <p>Revised Date <u>May 16, 2024</u></p>	<p>Code</p> <hr/> <p>135</p>
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<p>Decision Making</p> <p>Follows prescribed practices when assisting physicians. Prioritizes daily workload between reception functions, general office duties and preparing billings. Uses discretion when responding to client/patient situations.</p>	<p>Degree</p> <hr/> <p>2.5</p>
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<p>Education</p> <p>Grade 12. Medical Administrative/Clinical Assistant diploma (Saskatoon Business College 1120 hours).</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Experience</p> <p>No previous experience. Nine (9) months on the job to become familiar with clinic practices and department policies and procedures.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Independent Judgement</p> <p>Performs physician billing according to standard practice. Uses judgement when handling patient needs and directing them to appropriate care.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Working Relationships</p> <p>Regular contact with clients/patients/residents and families requiring appropriate tact. Contacts may involve difficult, specialized and/or emotional situations.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Impact of Action</p> <p>Improper testing procedures may lead to minor discomfort to clients/patients/residents. Inaccurate data collection and entry may result in minor delays in subsequent services.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p>	<p>Degree</p> <p>1.0</p>
<p>Physical Demands</p> <p>Regular physical effort assisting patients, standing, walking, keyboarding, sorting mail, writing and filing.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort keyboarding, reading, observing patients and filing.</p>	<p>Degree</p> <p>2.0</p>
<p>Environment</p> <p>Occasional major disagreeable conditions such as blood/body fluids, soiled linen, sharps and exposure to infectious disease.</p>	<p>Degree</p> <p>3.0</p>