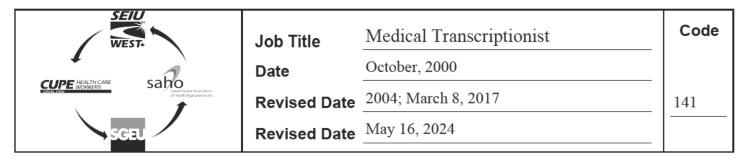
# **Job Evaluation Rating Document**



Decision Making	Degree
Has ability to prioritize work. Issues regarding dictation interpretation may require some minor problem solving.	
	2.0

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
No previous experience. Twelve (12) months on the job to become familiar with various reports, physicians, terminology/medications and department policies and procedures.	
	4.0

Independent Judgement	Degree
Has choice of action when prioritizing reports. Transcription work is performed according to standard practice.	
	2.5

Working Relationships	Degree
Has regular contact with physicians requiring tact and discretion when discussing transcription issues.	
	2.5

**Degree** 

Misjudgement in prioritizing reports may lead to delays in service. Inaccurate transcription/data entry may affect subsequent services.

2.0

## Leadership and/or Supervision

May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

1.0

**Degree** 

# **Physical Demands**

Frequent physical effort in a confined position with restricted movement performing transcription duties requiring accurate coordination of fine movements.

3.0

Degree

#### **Sensory Demands**

Frequent/extended visual and listening attention to dictation to meet reporting timelines and schedules.

3.0

**Degree** 

### **Environment**

Occasional exposure to minor disagreeable conditions such as interruptions and multiple deadlines.

Degree

2.0