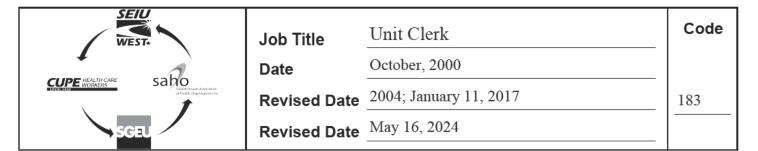
Job Evaluation Rating Document



Decision Making	Degree
Follows clearly prescribed policies and procedures when arranging client/patient/resident transfers. Issues with bed placement are dealt with from a limited number of pre-existing	
alternatives.	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. Nine (9) months on the job to become familiar with computer programs, processing physician orders, chart maintenance and department policies and	
procedures.	3.0

Independent Judgement	Degree
Follows established methods when providing clerical/reception support to the unit. Encounters and resolves minor operating problems associated with client/patient/resident transfers between	
units/facilities.	2.5

Working Relationships	Degree
Requires courtesy and tact on a regular basis with clients/patients/residents. Has regular contact with staff when coordinating travel and booking appointments requiring tact and discretion.	
	2.5

Misjudgement in coordinating appointments may delay related services. Delays in processing physicians' orders may delay patient care/treatment.	Degree
	2.0
May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	Degree
Regular physical effort lifting, reaching and walking. Accurate hand-eye coordination required for computer operation, chart maintenance and filing.	Degree

Sensory Demands	Degree
Regular sensory effort such as reading, writing, filing, sorting, computer operation and listening to clients/patients/residents, staff and physicians with periods of competing multiple sensory demands.	
	2.5
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Environment	Degree
Regular exposure to minor disagreeable conditions such as interruptions and multiple deadlines. Occasional exposure to major disagreeable conditions such as blood/body fluids and infectious disease.	
	3.0