


Job Evaluation Rating Document

	Job Title <u>Operating Room Scheduler</u> Date <u>October, 2000</u> Revised Date <u>2004; February 11, 2016</u> Revised Date <u>May 16, 2024</u>	Code <u>212</u>
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Decision Making Uses discretion on a regular basis to determine best provision of Operating and Procedure Room booking services. Makes decisions regarding cancellation of procedures due to emergencies.	Degree <u>3.0</u>
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Education Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours) (Rating 3.5). *As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 864 hours as no other factors were impacted by this change. The education rating will remain at (3.0).	Degree <u>3.0</u>
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Experience Twelve (12) months previous experience working in a medical office environment utilizing medical terminology. Twelve (12) months on the job to learn specialized surgical booking, computerized scheduling programs, appropriate guidelines and to become familiar with department policies and procedures.	Degree <u>5.0</u>
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Independent Judgement Follows surgical booking guidelines when coordinating and maintaining schedules for Operating and Procedure Rooms. Exercises judgement when canceling scheduled surgeries to accommodate urgent cases.	Degree <u>3.5</u>
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Working Relationships Has regular contact with health care practitioners which often requires persuasion and motivation for coordinating procedures which require multiple specialists.	Degree <u>3.5</u>
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Operating Room Scheduler

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212

<p>Impact of Action</p> <p>Misjudgement in coordinating diagnostic procedures or pre-admission clinics may result in delays. Misjudgement in entering procedure codes may result in wrong instrumentation sent to Operating and Procedure Rooms.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>Provides occasional guidance to the primary function of others, including training.</p>	<p>Degree</p> <p>2.0</p>
<p>Physical Demands</p> <p>Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.</p>	<p>Degree</p> <p>2.5</p>
<p>Sensory Demands</p> <p>Regular sensory effort on telephone and operating computer with periods of frequent effort preparing Operating and Procedure Room schedules.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional exposure to minor conditions such as rudeness, profanity, interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>