



# *Provincial Job Description*

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***TITLE:*** (212) Operating Room Scheduler      ***PAY BAND:*** 12

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***FOR FACILITY USE:***

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## ***SUMMARY OF DUTIES:***

Initiates, coordinates and maintains the schedules for the Operating Room theatres and Procedure Rooms.

## ***QUALIFICATIONS:***

- ◆ Office Administration certificate

## ***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Intermediate computer skills
- ◆ Basic medical terminology
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently

## ***EXPERIENCE:***

- ◆ **Previous:** Twelve (12) months previous experience working in a medical office environment utilizing medical terminology.

## ***KEY ACTIVITIES:***

### **A. Book / Schedule Patients for Surgery**

- ◆ Provides input into Operating and Procedure Room schedules.
- ◆ Prepares Operating and Procedure Room slates.
- ◆ Maintains necessary documentation.
- ◆ Enters procedure codes to ensure proper instrumentation is sent to Operating Room.
- ◆ Documents surgeon's special requests.
- ◆ Coordinates patients, support staff and surgeons/anaesthetist with available Operating Room time.
- ◆ Uses appropriate guidelines for Operating Room and bed allocation.
- ◆ Books/coordinates pre-admission appointments and diagnostic procedures.
- ◆ Establishes wait/recall lists.
- ◆ Resolves procedure and equipment conflicts.
- ◆ Assists with ongoing evaluation of booking processes.
- ◆ Provides data entry.

### **B. Communication**

- ◆ Communicates surgery schedules to staff, patients and health care practitioner offices.
- ◆ Communicates with Operating/Procedure Room and supporting departments.
- ◆ Distributes Operating and Procedure Room slates.

### **C. Clerical**

- ◆ Enters client demographic and surgical information.
- ◆ Provides wait list and other information to the Ministry of Health.
- ◆ Maintains wait/recall lists.
- ◆ Produces and reconciles reports and statistics.
- ◆ Processes mail, faxes and emails.
- ◆ Provides occasional guidance to the primary function of others including training.
- ◆ Provides functional guidance to staff, health care practitioners and patients on the Operating/Procedure Room schedules and wait lists.
- ◆ General office duties, where required.
- ◆ Arranges for transportation, where required.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: February 11, 2016***