Job Evaluation Rating Document

CUPE, SEIU, SGEU, SAHO			Code
	Job Title	Operating Room Scheduler	
	Date	October, 2000	
	Revised Date	2004	212
	Revised Date	February 11, 2016	

Decision Making	**Degree**
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.	3.0

Education	**Degree**
Grade 12. Office Administration certificate (Saskatchewan Polytechnic 864 hours).	3.0

Experience	**Degree**
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 region/facility/department policies and procedures.	5.0

Independent Judgement	**Degree**
Follows surgical booking guidelines when coordinating and maintaining schedules for operating room theaters. Exercises judgement when canceling scheduled surgeries to accommodate urgent cases.	3.5

Working Relationships	**Degree**
Has regular contact with health care practitioners which often requires persuasion and motivation for coordinating procedures which require multiple specialists.	3.5

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Impact of Action	Degree
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.	2.0

Leadership and/or Supervision	Degree
Provides occasional guidance to the primary function of others, including training.	2.0

Physical Demands	Degree
Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.	2.5

Sensory Demands	Degree
Regular sensory effort on telephone and operating computer with periods of frequent effort preparing Operating and Procedure Room schedules.	2.5

Environment	Degree
Occasional exposure to minor conditions such as rudeness, profanity, interruptions and multiple deadlines.	2.0