


Job Evaluation Rating Document

	<p>Job Title <u>Staff & Operating Room Scheduler</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004; February 11, 2016</u></p> <p>Revised Date <u>May 16, 2024</u></p>	<p>Code</p> <hr/> <p>233</p>
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<p>Decision Making</p> <p>Uses discretion on a regular basis to determine best provision of Operating Room booking and staff scheduling services. Makes decisions regarding cancellation of procedures due to emergencies. Requires interpretation of collective agreements while scheduling staff.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Education</p> <p>Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours) (Rating 3.5).</p> <p>*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).</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Experience</p> <p>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 collective agreements and to become familiar with department policies and procedures.</p>	<p>Degree</p> <hr/> <p>5.0</p>
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<p>Independent Judgement</p> <p>Performs scheduling according to collective agreements. May exercise judgement to change staffing outside the regular complement. Follows surgical booking guidelines when coordinating and maintaining schedules for Operating and Procedure Rooms. Exercises judgement when canceling scheduled surgeries to accommodate urgent cases.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Working Relationships</p> <p>Has regular contact with employees on the staff replacement list which requires tact/discretion and persuasion of employees when calling in for shifts.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Impact of Action</p> <p>Misjudgement in coordinating diagnostic procedures or pre-admission clinics may result in delay of surgery. Inaccuracies in maintaining staff rotations may result in staff shortages.</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 reading, writing and operating computer with periods of frequent effort preparing complicated schedules/Operating Room slates.</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>