



Provincial Job Description

TITLE:
**(233) Staff & Operating Room
Scheduler**

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains all aspects of staff scheduling while adhering to collective bargaining agreements and staffing guidelines. 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. Staff Scheduling

- ◆ Maintains staff schedules (e.g., master rotation) in accordance with collective agreement requirements and departmental policies/procedures.
- ◆ Calls and schedules staff for replacement of leaves of absence and schedules adjustments.
- ◆ Maintains current seniority lists.
- ◆ Formats, prints and posts staff schedules.
- ◆ Compiles and posts call-in lists.
- ◆ Compiles statistical reports for managers.
- ◆ Responds to questions and inquiries from employees and managers.
- ◆ Works collaboratively with managers on scheduling issues.
- ◆ Inputs/updates employee information in scheduling program.

B. 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.

C. Payroll / Benefits

- ◆ Collects, verifies, enters data, transmits and files payroll data.
- ◆ Checks pay sheets and makes any necessary corrections.
- ◆ Informs payroll office of any pay code and/or staff changes.
- ◆ Identifies errors and makes corrections.
- ◆ Tracks vacation, stat, earned time off and sick time banks.
- ◆ Prepares spreadsheets.
- ◆ Explains benefit plans and enrolls employees.
- ◆ Assists employees in filling out forms.

C. Payroll / Benefits (Cont'd)

- ◆ Prepares employee benefits reports.
- ◆ Prepares monthly and yearly reports to government (e.g., T4's).
- ◆ Reviews and corrects flow sheets.

D. Related Key Work Activities

- ◆ Enters client demographic and surgical information.
- ◆ Provides wait list and other information to the Ministry of Health.
- ◆ Maintains wait/recall lists.
- ◆ Performs general office duties (e.g., orders supplies, photocopies, shreds, provides reception/telephone services, processes mail, files).
- ◆ Produces and reconciles reports and statistics.
- ◆ Books appointments/transportation/meeting rooms.
- ◆ 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.

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:

SGEU:

SAHO:

Date: February 11, 2016