


Job Evaluation Rating Document

| | | |
|---|--|-------------------------------|
|  | Job Title <u>Telehealth Facilitator</u> Date <u>2004</u> Revised Date <u>March 30, 2012; March 8, 2017</u> Revised Date <u>May 16, 2024</u> | Code <u>337</u> |
|---|--|-------------------------------|

| | |
|---|---------------------------------|
| Decision Making Schedules Telehealth sessions following clearly prescribed practices. Solutions to minor operating problems associated with cancellations or equipment malfunctions are selected from a range of pre-existing alternatives. | Degree <u>2.0</u> |
|---|---------------------------------|

| | |
|---|---------------------------------|
| Education Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours). | Degree <u>3.0</u> |
|---|---------------------------------|

| | |
|--|---------------------------------|
| Experience No previous experience. Nine (9) months on the job to develop knowledge of Telehealth equipment, troubleshooting and instructional skills and to become familiar with department policies and procedures. | Degree <u>3.0</u> |
|--|---------------------------------|

| | |
|---|---------------------------------|
| Independent Judgement Clearly established methods are used when determining if sessions should be canceled. Resolves minor operating problems when troubleshooting equipment. | Degree <u>2.5</u> |
|---|---------------------------------|

| | |
|---|---------------------------------|
| Working Relationships Requires courtesy and tact when scheduling Telehealth sessions. Has regular contact with clients/patients/residents and physicians requiring tact and discretion. | Degree <u>2.5</u> |
|---|---------------------------------|

Job Title

Telehealth Facilitator

Code

337

| | |
|---|---------------------------------|
| <p>Impact of Action</p> <p>Misjudgement in coordinating Telehealth sessions in an appropriate time frame may delay succeeding related services. Inaccurate attendance records may impact service delivery.</p> | <p>Degree</p> <p>2.0</p> |
| <p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes. Provides functional guidance to internal operating personnel in the use of Telehealth equipment.</p> | <p>Degree</p> <p>1.5</p> |
| <p>Physical Demands</p> <p>Occasional physical effort when transporting, setting up and dismantling equipment with regular periods of computer operation.</p> | <p>Degree</p> <p>1.5</p> |
| <p>Sensory Demands</p> <p>Regular sensory effort when setting up equipment, providing instruction and troubleshooting.</p> | <p>Degree</p> <p>2.0</p> |
| <p>Environment</p> <p>Occasional exposure to minor conditions such as interruptions and travel.</p> | <p>Degree</p> <p>2.0</p> |