


Job Evaluation Rating Document

	<p>Job Title <u>Operating Room Scheduler & Unit Assistant</u></p> <p>Date <u>January 2008</u></p> <p>Revised Date <u>June 21, 2012; February 11, 2016</u></p> <p>Revised Date <u>May 16, 2024</u></p>	<p>Code</p> <hr/> <p>424</p>
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<p>Decision Making</p> <p>Has some choice of action when scheduling emergent cases. Uses discretion to determine best provision of scheduling services.</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 or hospital unit setting using clerical, reception and medical terminology. Twelve (12) months on the job to learn specialized surgical booking, computerized scheduling programs, chart maintenance and appropriate guidelines 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>Follows surgical booking guidelines when coordinating and maintaining schedules. Exercises judgement when canceling scheduled surgeries to accommodate emergent cases.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Working Relationships</p> <p>Has regular contact with health care practitioners which often requires persuasion and motivation for coordinating procedures which require multiple specialists.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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Operating Room Scheduler & Unit Assistant

Code

424

<p>Impact of Action</p> <p>Misjudgements in coordinating diagnostic procedures, pre-admission clinics or appointments may delay surgeries or related services.</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 while filing and maintaining charts, operating computer and communicating on the phone.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort reading, writing, filing and operating computer.</p>	<p>Degree</p> <p>2.0</p>
<p>Environment</p> <p>Occasional exposure to major conditions such as blood and body fluids.</p>	<p>Degree</p> <p>3.0</p>