



# *Provincial Job Description*

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***TITLE:***  
**(424) Operating Room Scheduler  
& Unit Assistant**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Initiates, coordinates and maintains the schedules for the Operating Room theatres and Procedure Rooms and provides clerical/reception duties for the unit.**

***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 or hospital unit setting using clerical, reception and medical terminology.**

## ***KEY ACTIVITIES:***

### **A. 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.

### **B. Communication**

- ◆ Communicates surgery schedules to staff, patients and health care practitioner offices.
- ◆ Communicates with Operating/Procedure Room and supporting departments.
- ◆ Prepares and distributes Operating and Procedure Room slates.

### **C. Reception / Telephone**

- ◆ Greets clients/patients/public to department/unit.
- ◆ Provides telephone support for department/unit, directs calls to proper individual, takes messages, pages staff and provides information.
- ◆ Locates information or phone numbers for clients/public.
- ◆ Calls other departments/clinics to book appointments and obtain information/reports.
- ◆ Calls other facilities/regions to arrange transfers.
- ◆ Assists with allocation of beds and patient placement.
- ◆ Monitors visitors.
- ◆ Operates ambulance radio.

### **D. Clerical**

- ◆ Enters client demographic and surgical information.
- ◆ Provides wait list and other information to the Ministry of Health.
- ◆ Maintains wait/recall lists.
- ◆ Produces and reconciles reports and statistics.

#### **D. Clerical (Cont'd)**

- ◆ **Processes mail, faxes and emails.**
- ◆ **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.**
- ◆ **Orders supplies.**
- ◆ **Maintains office equipment.**
- ◆ **Coordinates travel for transfer/discharge/death/doctor appointments.**
- ◆ **Obtains birth/death registration and health number assignments.**
- ◆ **Compiles bed census/statistics.**
- ◆ **Books meeting rooms.**
- ◆ **General office duties, where required.**

#### **E. Chart Maintenance**

- ◆ **Processes physician orders (e.g., fills out requisitions, sending paperwork to appropriate department).**
- ◆ **Assembles and disassembles charts.**
- ◆ **Charts vital signs.**
- ◆ **Files reports.**
- ◆ **Imprints charts.**
- ◆ **Requests, picks up and returns Health Records charts.**
- ◆ **Completes applicable paperwork for admissions, discharges, and transfers.**
- ◆ **Assembles discharge and special needs packages.**

#### **F. Related Key Work Activities**

- ◆ **Picks up/delivers specimens.**
- ◆ **Cleans resident/patient equipment (e.g., urinals, wheelchairs, beds).**
- ◆ **Cleans/disinfects instruments and equipment.**
- ◆ **Cleans unit/area (e.g., fridges, cupboards, surfaces).**
- ◆ **Removes garbage and linen.**
- ◆ **Disposes of sharps and biohazardous wastes, as per departmental procedures and policies.**
- ◆ **Porters equipment, patients, meals and supplies (e.g., linen, specimens, charts, pharmacy supplies).**
- ◆ **Strips beds and changes linen hampers.**
- ◆ **Restocks/organizes supplies and equipment in designated areas.**
- ◆ **Co-ordinates/tracks unit equipment sent for repair and maintenance off the unit.**

*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:**

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**SGEU:**

**SAHO:**

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**Date: February 11, 2016**