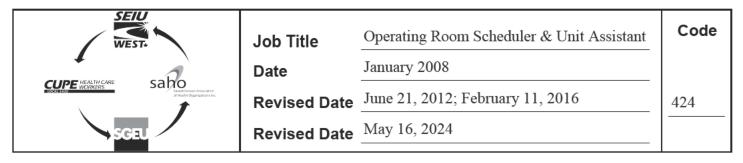
Job Evaluation Rating Document



Decision Making	Degree	
Has some choice of action when scheduling emergent cases. Uses discretion to determine best provision of scheduling services.		
	3.0	

Education	Degree
Grade 12. Grade 12. Medical Office Administration diploma (Saskatoon Business College 860	
hours)	2.0
	3.0

Experience	Degree
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.	5.0

Independent Judgement	Degree
Follows surgical booking guidelines when coordinating and maintaining schedules. Exercises judgement when canceling scheduled surgeries to accommodate emergent cases.	
	3.5

Working Relationships	Degree
Has regular contact with health care practitioners which often requires persuasion and motivation for coordinating procedures which require multiple specialists.	
	3.5

Job Title

Impact of Action	Degree
Misjudgements in coordinating diagnostic procedures, pre-admission clinics or appointments may delay surgeries or related services.	
	2.0

Leadership and/or Supervision	Degree
Provides occasional guidance to the primary function of others, including training.	
	2.0

Physical Demands	Degree
Regular physical effort while filing and maintaining charts, operating computer and communicating on the phone.	
	2.0

Sensory Demands	Degree
Regular sensory effort reading, writing, filing and operating computer.	
	2.0

Environment	Degree
Occasional exposure to major conditions such as blood and body fluids.	
	3.0