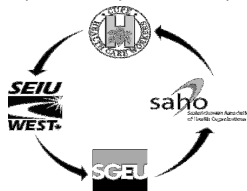


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Medical Assistant - Dermatology</u></p> <p><b>Date</b> <u>Interim Rating - February 1, 2013</u></p> <p><b>Revised Date</b> _____</p> <p><b>Revised Date</b> <u>January 10, 2014</u></p>	<p><b>Code</b></p> <p style="text-align: center;"><u>479</u></p>
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<p><b>Decision Making</b></p> <p>Follows accepted practices when providing phototherapy and other treatments according to physician orders. Uses discretion when modifying or discontinuing client/patient treatment. May make minor decisions such as appointment scheduling/changes.</p>	<p><b>Degree</b></p> <p style="text-align: center;"><u>3.0</u></p>
<p><b>Education</b></p> <p>Grade 12. Administrative Assistant - Medical Specialty (Saskatoon Business College 1050 hours).</p>	<p style="text-align: center;"><u>3.5</u></p>
<p><b>Experience</b></p> <p>Twelve (12) months previous experience working in a medical environment. Twelve (12) months on the job to obtain job specific training to learn skin disorders, phototherapy treatments and become familiar with region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>5.0</u></p>
<p><b>Independent Judgement</b></p> <p>Performs phototherapy treatment according to established procedures. Makes appropriate therapy decisions based on various skin conditions and forwards more serious issues to Physician.</p>	<p style="text-align: center;"><u>3.0</u></p>
<p><b>Working Relationships</b></p> <p>Has regular contact with clients/patients requiring phototherapy treatment. Assesses patients, provides recommendations regarding treatment application times and expected reaction to various treatments. Charts patient treatment progress for review by the Physician.</p>	<p style="text-align: center;"><u>3.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Performs phototherapy treatment, books appointments and monitors patient progress to meet quality and service requirements. Misjudgment in phototherapy treatment may result in serious short term discomfort to clients/patients. Inaccuracies in charting may impact the Physician's ability to provide follow-up treatment.	<u>2.5</u>
<b>Leadership and/or Supervision</b> May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	<u>1.0</u>
<b>Physical Demands</b> Regular cumulative physical effort reaching, pulling, stretching, assisting patients, cleaning and lifting weights.	<u>2.0</u>
<b>Sensory Demands</b> Regular sensory effort inputting information into phototherapy equipment, performing treatments, examining/observing/listening to patients, reading reports and filing.	<u>2.0</u>
<b>Environment</b> Regular exposure to major disagreeable conditions such as body fluids from open wounds/sores, chemicals and soiled linen.	<u>4.0</u>