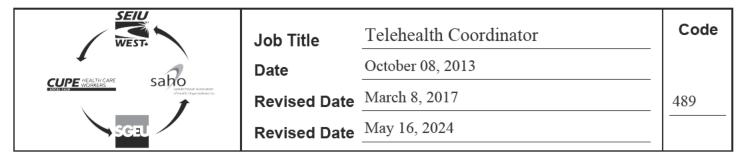
# **Job Evaluation Rating Document**



Decision Making	Degree
Develops and coordinates Telehealth programs and initiatives. Assesses usage and develops improvement plans. Identifies and resolves technical problems.	
	3.5

Education	Degree	
Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).		
	3.0	

Experience	Degree
Twelve (12) months previous experience as a Telehealth Facilitator. Twelve (12) months on the job to develop coordination/administrative/facilitation skills and become familiar with	
department policies and procedures.	5.0

Independent Judgement	Degree
Coordinates Telehealth initiatives and promotional/educational activities. Follows generally accepted practices for the Telehealth program. Uses judgement to assess initiatives and develop/recommend improvements to the program.	4.0

Working Relationships	Degree
Provides training and operating assistance to end users utilizing appropriate tact. Secures cooperation from staff, physicians and business representatives to provide Telehealth services.	
	3.5

**Degree** 

<b>Impact</b>	of Action
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Job Title

Improper handling of equipment may result in unnecessary repairs. Inadequate planning may result in substantial delays in the work of others (e.g., physicians/clinics) and/or program failures.

2.5

## Leadership and/or Supervision

May show others how to perform tasks or duties by familiarizing new employees with the work area and processes, including training. Provides functional guidance regarding Telehealth operation.

1.5

**Degree** 

## **Physical Demands**

Occasional physical effort lifting, pushing and crouching when setting up and dismantling equipment and standing during sessions, with periods of regular computer operation.

1.5

Degree

#### **Sensory Demands**

Regular sensory effort when troubleshooting equipment problems, setting up equipment, instructing on the use of Telehealth equipment and preparing reports.

2.0

**Degree** 

### **Environment**

Occasional exposure to minor conditions such as interruptions and travel.

Degree

2.0