


Job Evaluation Rating Document

	<p>Job Title <u>Telehealth Coordinator</u></p> <p>Date <u>October 08, 2013</u></p> <p>Revised Date <u>March 8, 2017</u></p> <p>Revised Date <u>May 16, 2024</u></p>	<p>Code</p> <hr style="width: 50%; margin: 0 auto;"/> <p>489</p>
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<p>Decision Making</p> <p>Develops and coordinates Telehealth programs and initiatives. Assesses usage and develops improvement plans. Identifies and resolves technical problems.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>3.5</p>
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<p>Education</p> <p>Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>3.0</p>
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<p>Experience</p> <p>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.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>5.0</p>
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<p>Independent Judgement</p> <p>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.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>4.0</p>
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<p>Working Relationships</p> <p>Provides training and operating assistance to end users utilizing appropriate tact. Secures cooperation from staff, physicians and business representatives to provide Telehealth services.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>3.5</p>
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<p>Impact of Action</p> <p>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.</p>	<p>Degree</p> <p>2.5</p>
<p>Leadership and/or Supervision</p> <p>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.</p>	<p>Degree</p> <p>1.5</p>
<p>Physical Demands</p> <p>Occasional physical effort lifting, pushing and crouching when setting up and dismantling equipment and standing during sessions, with periods of regular computer operation.</p>	<p>Degree</p> <p>1.5</p>
<p>Sensory Demands</p> <p>Regular sensory effort when troubleshooting equipment problems, setting up equipment, instructing on the use of Telehealth equipment and preparing reports.</p>	<p>Degree</p> <p>2.0</p>
<p>Environment</p> <p>Occasional exposure to minor conditions such as interruptions and travel.</p>	<p>Degree</p> <p>2.0</p>