


Job Evaluation Rating Document

	Job Title <u>OR Scheduling Coordinator</u> Date <u>Interim Rating - January 2014</u> Revised Date <u>February 7, 2014; February 11, 2016</u> Revised Date <u>May 16, 2024</u>	Code <u>491</u>
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Decision Making <p>Has the ability to prioritize choice of action in emergent situations. Follows and interprets accepted practices, existing rules and regulations regarding scheduling. Achieves assigned objectives through planning, implementing and providing technical support. Work involves developing plans to achieve short term goals associated with coordinating work flow.</p>	Degree <u>3.5</u>
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Education <p>Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours) (Rating 3.5).</p> <p>*As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 864 hours as no other factors were impacted by this change. The education rating will remain at (3.0).</p>	Degree <u>3.0</u>
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Experience <p>Twenty-four (24) months previous experience as a Operating Room Scheduler to consolidate knowledge and skills. Twelve (12) months on the job to develop coordination/administrative skills and become familiar with department policies and procedures.</p>	Degree <u>6.0</u>
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Independent Judgement <p>Follows surgical booking guidelines when coordinating and maintaining schedules for Operating and Procedure rooms. Uses limited analysis to ensure appropriate codes have been utilized. Exercises judgement when canceling scheduled surgeries to accommodate urgent cases.</p>	Degree <u>3.5</u>
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Working Relationships <p>Has regular contact with schedulers and health care practitioners regarding Operating Room scheduling requirements. Calling patients to cancel surgeries may involve difficult, specialized or emotionally charged situations.</p>	Degree <u>3.5</u>
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<p>Impact of Action</p> <p>Inaccurate codes on the Operating Room slate can affect the accuracy of procedures to be performed. Misjudgement in Operating Room scheduling wait lists may result in identifiable loss of public relations.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Leadership and/or Supervision</p> <p>Assigns and checks the work of Operating Room Schedulers within the department. Provides functional guidance/specialty advice to Operating Room Schedulers and department/unit management regarding the Operating Room slate.</p>	<p>Degree</p> <p><u>3.0</u></p>
<p>Physical Demands</p> <p>Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Sensory Demands</p> <p>Regular sensory effort reading, writing and computer operation with periods of frequent effort preparing complicated schedules.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Environment</p> <p>Occasional exposure to minor conditions such as rudeness, profanity, interruptions and multiple deadlines.</p>	<p>Degree</p> <p><u>2.0</u></p>