



Provincial Job Description

TITLE:
(491) OR Scheduling Coordinator

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides coordination of Operating Room scheduling services.

QUALIFICATIONS:

- ◆ Office Administration certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Basic medical terminology
- ◆ Analytical skills
- ◆ Leadership skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Problem solving skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ Previous: Twenty-four (24) months previous experience as an Operating Room Scheduler to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Coordination / Administration

- ◆ **Coordinates department workflow and schedules staff.**
- ◆ **Provides input into hiring and assists with performance appraisals and performance reviews.**
- ◆ **Provides leadership and technical instruction on scheduling and processing issues to schedulers and other staff (e.g., employees, managers, health care practitioners).**
- ◆ **Reviews Operating/Procedure Room schedules and Operating/Procedure Room slates.**
- ◆ **Reviews procedure codes to ensure appropriate codes have been utilized.**
- ◆ **Updates policy and procedure manuals.**
- ◆ **Troubleshoots and finds solutions to Operating Room problems (e.g., equipment availability, changes to surgical urgent case procedure, shortage of instruments).**

B. Operating Room Scheduling

- ◆ **Operating Room scheduling as required.**
- ◆ **Coordinates special equipment requests.**
- ◆ **Prepares/provides/interprets statistical reports.**
- ◆ **Conducts Quality Assurance and Quality Control procedures/audits (e.g., registry database).**
- ◆ **Provides input into form standardization (e.g. booking forms).**
- ◆ **Liaises with other departments/managers/physicians regarding Operating Room utilization.**
- ◆ **Wait list management.**

C. Clerical

- ◆ **General office duties (e.g., orders supplies, photocopies, shreds, provides reception/telephone services, processes mail, files).**
- ◆ **Data collection.**
- ◆ **Maintains office supplies.**
- ◆ **Takes minutes at meetings.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 11, 2016