



# Provincial Job Description

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**TITLE:**  
**(491) OR Scheduling Coordinator**

**PAY BAND:**  
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**FOR FACILITY USE:**

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## **SUMMARY OF DUTIES:**

Provides coordination of Operating Room scheduling services.

## **QUALIFICATIONS:**

- ◆ Medical Administrative Assistant diploma

## **KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate computer skills
- ◆ 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.**
- ◆ **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).**
- ◆ **Provides input into and ensures compliance with policies and procedures.**

### **B. Operating Room Scheduling**

- ◆ **Operating Room scheduling as required.**
- ◆ **Coordinates special equipment requests.**
- ◆ **Coordinates other services required for surgeries (e.g. nuclear medicine).**
- ◆ **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.**
- ◆ **Prepares/provides/interprets statistical reports.**

*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:***

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***SGEU:***

***SAHO:***

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***Date: May 16, 2024***