


Job Evaluation Rating Document

	Job Title <u>Office Coordinator/Medical Specialty</u> Date <u>Interim Rating - April 7, 2014</u> Revised Date <u>September 16, 2014</u> Revised Date <u>May 16, 2024</u>	Code <u>493</u>
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Decision Making Oversees the administrative support functions of the department/program. Solutions to payroll, scheduling or coordination problems are resolved in accordance with existing procedures, practices. Uses discretion when responding to client/patient situations.	Degree <u>3.0</u>
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Education Grade 12. Medical Administrative/Clinical Assistant diploma (1120 hours Saskatoon Business College).	Degree <u>3.5</u>
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Experience Twenty-four (24) months previous clinical office experience to consolidate knowledge and skills. Twelve (12) months on the job to develop supervisory/administrative skills and to become familiar with department policies and procedures.	Degree <u>6.0</u>
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Independent Judgement Solves minor operating problems associated with coordinating clients/patients appointments with more than one professional in a single visit. Uses judgement when monitoring and assigning clerical duties and dealing with staffing issues.	Degree <u>3.5</u>
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Working Relationships Requires appropriate tact when interacting and discussing issues with staff, managers or other departments. Requires discretion when dealing with various special needs groups, especially with clients attending pre-surgical clinics who may be under significant stress.	Degree <u>3.5</u>
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<p>Impact of Action</p> <p>Inaccurate maintenance of records may affect other activities within the office. Misjudgements in coordination of client appointments could delay related or succeeding services. Inaccuracies in charting may impact the Physician's ability to provide follow-up treatment.</p>	<p>Degree</p> <p>2.5</p>
<p>Leadership and/or Supervision</p> <p>Provides regular direction to department office staff. Assigns work, controls costs and assists with various human resource functions.</p>	<p>Degree</p> <p>4.0</p>
<p>Physical Demands</p> <p>Regular physical effort such as lifting, walking and standing with regular computer operation/keyboarding requiring accurate coordination of fine motor skills.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort requiring concentration on computer work and report writing/editing with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional exposure to major disagreeable conditions such as blood/body fluids, chemicals and soiled linen.</p>	<p>Degree</p> <p>3.0</p>