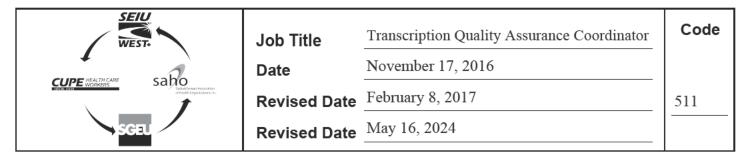
## **Job Evaluation Rating Document**



Decision Making	Degree
Oversees the quality of transcription functions for Transcription Services. Solutions to software or equipment problems are resolved in accordance with existing procedures and practices.	
	3.0

Education	Degree
Grade 12.Medical Office Administration diploma (Saskatoon Business College 860 hours) (Rating of 3.0).	
*As per the MOA regarding Education factor review (January 2019) the JJEMC will continue to utilize 1040 hours as no other factors were impacted by this change. The education will remain at 3.5	3.5

Experience	
Twenty-four (24) months previous experience as a Medical Transcriptionist to consolidate knowledge and skills. Twelve (12) months on the job to develop coordination/administrative skills and become familiar with department policies and procedures.	6.0

Independent Judgement	Degree
Transcription work is performed according to standard practice. Uses a choice of methods to determine the action necessary to perform quality assurance audits.	
	3.5

Working Relationships	Degree
Requires appropriate tact when interacting and discussing issues with other stake holders. Has regular contact with physicians/supervisors/employees providing quality assurance information.	
	3.0

Job Title	Transcription Quality Assurance Coordinator	Code	511

Impact of Action	Degree
Delays in completing audits may result in reoccurring errors and a duplication of work.	1
	2.0
	2.0

Leadership and/or Supervision	Degree
Provides limited direction to staff regarding the provision of auditing services.	
	3.0

Physical Demands	Degree
Regular physical effort operating computers, reading and performing transcription.	
	2.0
	2.0

Sensory Demands	Degree
Regular sensory effort auditing reports, listening to dictation and talking with physicians and staff with periods of competing multiple sensory demands.	
	2.5

Environment	Degree
Occasional exposure to minor conditions such as multiple deadlines and interruptions.	
	2.0

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