



# Provincial Job Description

---

**TITLE:**  
**(233) Staff & Operating Room  
Scheduler**

**PAY BAND:**  
**12**

---

**FOR FACILITY USE:**

---

**SUMMARY OF DUTIES:**

Maintains all aspects of staff scheduling while adhering to collective bargaining agreements and staffing guidelines. Initiates, coordinates and maintains schedules for Operating and Procedure Rooms.

**QUALIFICATIONS:**

- ◆ Medical Office Administration diploma\*

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently

**EXPERIENCE:**

- ◆ Previous: Twelve (12) months previous experience working in a medical office environment utilizing medical terminology.

## ***KEY ACTIVITIES:***

### **A. Staff Scheduling**

- ◆ Maintains staff schedules (e.g., master rotation) in accordance with collective agreement requirements and departmental policies/procedures.
- ◆ Calls and schedules staff for replacement of short-notice absences, leaves of absences (e.g., vacations, extended sick leaves).
- ◆ Schedules adjustments using a computerized scheduling system according to scheduling processes, collective agreement language, manager guidelines and the employee's proforma information.
- ◆ Maintains current seniority lists.
- ◆ Formats, prints and posts staff schedules.
- ◆ Compiles and posts staff replacement lists.
- ◆ Compiles statistical reports for managers.
- ◆ Responds to questions and inquiries from employees and managers.
- ◆ Works collaboratively with managers on scheduling issues.
- ◆ Inputs/updates employee information in scheduling program.

### **B. Book / Schedule Patients for Surgery**

- ◆ Provides input into Operating and Procedure Room schedules.
- ◆ Prepares Operating and Procedure Room slates.
- ◆ Maintains necessary documentation.
- ◆ Enters procedure codes to ensure proper instrumentation is sent to Operating Room.
- ◆ Documents surgeon's special requests.
- ◆ Coordinates patients, support staff and surgeons/anaesthetist with available Operating Room time.
- ◆ Uses appropriate guidelines for Operating Room and bed allocation.
- ◆ Books/coordinates pre-admission appointments and diagnostic procedures.
- ◆ Establishes wait/recall lists.
- ◆ Resolves procedure and equipment conflicts.
- ◆ Assists with ongoing evaluation of booking processes.
- ◆ Provides data entry.

### **C. Administration**

- ◆ Collects, verifies, enters and submits data to payroll.
- ◆ Informs payroll of any pay code and/or staff changes.
- ◆ Identifies errors and makes corrections.
- ◆ Creates and maintains spreadsheets.
- ◆ Assists employees in completion of forms.
- ◆ Prepares monthly and yearly reports.

#### **D. Related Key Work Activities**

- ◆ Enters client demographic and surgical information.
- ◆ Provides wait list and other information to the Ministry of Health.
- ◆ Maintains wait/recall lists.
- ◆ Performs general office duties (e.g., orders supplies, photocopies, shreds, provides reception/telephone services, processes mail, files).
- ◆ Produces and reconciles reports and statistics.
- ◆ Books appointments/transportation/meeting rooms.
- ◆ Provides occasional guidance to the primary function of others including training.
- ◆ Provides functional guidance to staff, health care practitioners and patients on the Operating/Procedure Room schedules and wait lists.

*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: May 16, 2024***

***\*Updated October 22, 2025***