

Job Evaluation Rating Document

	Job Title	Medical Imaging Scheduler	Code 538
	Date	May 16, 2024	
	Revised Date		
	Revised Date		

Decision Making	Degree
Books, cancels, reschedules and makes adjustments to scheduled appointments following clearly prescribed practices. Solutions to problems associated with coordinating bookings are selected from limited number of pre-existing alternatives. Some choice of action when coordinating/booking/rescheduling procedures and appointments.	2.5

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	Degree
Twelve (12) months previous experience working in a medical office environment utilizing medical terminology. Twelve (12) months on the job to learn specialized Medical Imaging exam and procedure booking, computerized scheduling programs, appropriate guidelines and to become familiar with department policies and procedures.	5.0

Independent Judgement	Degree
Initiates patient schedules for Medical Imaging using established methods. Minor operating problems such as scheduling changes or cancellations are resolved with limited analysis. Direction is sought when prioritizing urgent procedures.	3.0

Working Relationships	Degree
Requires appropriate tact when discussing scheduling/coordinating problems. Has regular contact with health care practitioners and clients/patients/residents requiring tact and discretion.	3.0

Impact of Action Misjudgement in coordinating diagnostic procedures may result in delays. Misjudgement in entering procedure codes may result in wrong equipment being sent to Procedure Rooms.	Degree 2.0
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes. Provides functional guidance to internal operating staff regarding Medical Imaging procedures and requirements.	Degree 1.5
Physical Demands Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.	Degree 2.5
Sensory Demands Regular sensory effort operating computer and listening to patients and staff with periods of competing multiple sensory demands.	Degree 2.5
Environment Occasional exposure to minor conditions such as interruptions and multiple demands.	Degree 2.0