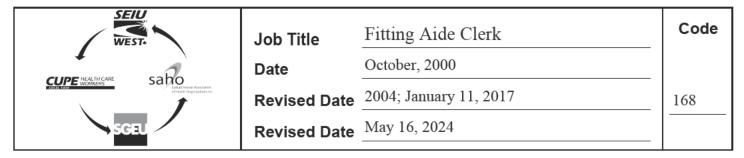
## **Job Evaluation Rating Document**



Decision Making	Degree
Follows clearly prescribed practices when measuring and fitting braces for clients and when coding/processing requisitions for billing purposes. Makes minor decisions from limited alternatives when adjusting braces. Uses discretion when fitting braces/compression garments.	2.5

Education	Degree
Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).	
	3.5

Experience	Degree
No previous experience. Twelve (12) months on the job to complete vendor training/registered fitter courses, to consolidate office and fitting/modifying skills and to become familiar with various fitting supplies and with department policies and procedures.	4.0

Independent Judgement	Degree
Performs tasks involving general office duties according to standard practices or established procedures. Resolves minor operating problems when fitting and modifying braces to accommodate clients. Direction is sought when issues are not within the parameters of the job.	3.0

Working Relationships	Degree
Requires tact and discretion when instructing clients on the application, care and cleaning of braces. Contact with clients and families are often difficult, specialized or emotionally charged.	
	4.0

Impact of Action	Degree
Misjudgement in fitting braces/compression garments may cause serious discomfort to clients. Inaccurate records can lead to billing errors.	
	2.5

Leadership and/or Supervision	Degree
May show others how to perform tasks or duties by familiarizing new employees with the wor area and processes.	·k
	1.0

Physical Demands		Degree
	ffort operating computers, assisting/portering clients. Accurate red when fitting/shaping braces.	
		2.0

Sensory Demands	Degree
Regular sensory effort operating computer, fitting braces/compression garments, listening to and observing clients.	
	2.0

Environment	Degree
Occasional exposure to major disagreeable conditions such as blood and body fluids, chemicals and unpredictable weights.	
	3.0