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 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
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

orking Relationships	Degree
Requires tact and discretion when instructing clients on the application, care and cleaning of traces. Contact with clients and families are often difficult, specialized or emotionally charged.	
	4.0
	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 work area and processes.	
	1.0

Physical Demands	Degree
Regular cumulative physical effort operating computers, assisting/portering clients. Accurate hand-eye coordination is required 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