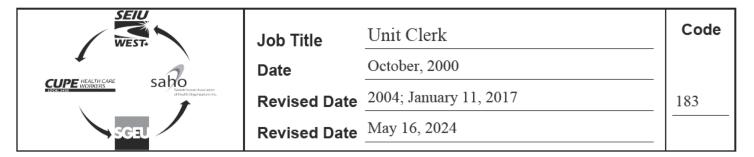
Job Evaluation Rating Document



| Decision Making | Degree |
|---|--------|
| Follows clearly prescribed policies and procedures when arranging client/patient/r transfers. Issues with bed placement are dealt with from a limited number of pre-en- | |
| alternatives. | 2.0 |
| | |

| Education | | Degree |
|--------------|--|--------|
| Grade 12. Me | edical Administrative Assistant diploma (Saskatoon Business College 1040 hours). | |
| | | 3.5 |

| Experience | Degree |
|--|--------|
| No previous experience. Nine (9) months on the job to become familiar with computer programs, processing physician orders, chart maintenance and department policies and | |
| procedures. | 3.0 |
| | |
| | |

| Independent Judgement | Degree |
|---|--------|
| Follows established methods when providing clerical/reception support to the unit. Encounters and resolves minor operating problems associated with client/patient/resident transfers between | |
| units/facilities. | 2.5 |
| | |

| Working Relationships | Degree |
|--|--------|
| Requires courtesy and tact on a regular basis with clients/patients/residents. Has regular contact with staff when coordinating travel and booking appointments requiring tact and discretion. | |
| | 2.5 |
| | |

Regular sensory effort such as reading, writing, filing, sorting, computer operation and listening to clients/patients/residents, staff and physicians with periods of competing multiple sensory demands. 2.5

| Environment | Degree |
|---|--------|
| Regular exposure to minor disagreeable conditions such as interruptions and multiple deadlines. Occasional exposure to major disagreeable conditions such as blood/body fluids and infectious disease. | |
| G. G | 3.0 |