


Job Evaluation Rating Document

	<p>Job Title <u>Unit Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004; January 11, 2017</u></p> <p>Revised Date <u>May 16, 2024</u></p>	<p>Code</p> <hr/> <p>183</p>
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<p>Decision Making</p> <p>Follows clearly prescribed policies and procedures when arranging client/patient/resident transfers. Issues with bed placement are dealt with from a limited number of pre-existing alternatives.</p>	<p>Degree</p> <hr/> <p>2.0</p>
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<p>Education</p> <p>Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Experience</p> <p>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.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Independent Judgement</p> <p>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.</p>	<p>Degree</p> <hr/> <p>2.5</p>
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<p>Working Relationships</p> <p>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.</p>	<p>Degree</p> <hr/> <p>2.5</p>
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<p>Impact of Action</p> <p>Misjudgement in coordinating appointments may delay related services. Delays in processing physicians' orders may delay patient care/treatment.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p>	<p>Degree</p> <p>1.0</p>
<p>Physical Demands</p> <p>Regular physical effort lifting, reaching and walking. Accurate hand-eye coordination required for computer operation, chart maintenance and filing.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>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.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>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.</p>	<p>Degree</p> <p>3.0</p>