

Provincial Job Description

TITLE: PAY BAND:

(212) Operating Room Scheduler 12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Initiates, coordinates and maintains schedules for Operating and Procedure Rooms.

QUALIFICATIONS:

♦ Medical Office Administration diploma*

KNOWLEDGE, SKILLS & ABILITIES:

- **♦** Intermediate computer skills
- **♦** Interpersonal skills
- **♦** Organizational skills
- **♦** Communication skills
- **♦** Ability to work independently

EXPERIENCE:

◆ <u>Previous:</u> Twelve (12) months previous experience working in a medical office environment utilizing medical terminology.

KEY ACTIVITIES:

A. Book / Schedule Patients for Surgery

- **♦** Provides input into Operating and Procedure Room schedules.
- **♦** Prepares Operating and Procedure Room slates.
- **♦** Maintains necessary documentation.
- Enters procedure codes to ensure proper instrumentation is sent to Operating Room.
- **♦** Documents surgeon's special requests.
- ♦ Coordinates patients, support staff and surgeons/anaesthetist with available Operating Room time.
- **♦** Uses appropriate guidelines for Operating Room and bed allocation.
- ♦ Books/coordinates pre-admission appointments and diagnostic procedures.
- ♦ Establishes wait/recall lists.
- **♦** Resolves procedure and equipment conflicts.
- ♦ Assists with ongoing evaluation of booking processes.
- **♦** Provides data entry.

B. Communication

- ♦ Communicates surgery schedules to staff, patients and health care practitioner offices.
- ♦ Communicates with physicians, surgeons, anesthetists, vendors, Operating/Procedure Room and supporting departments.
- ♦ Distributes Operating and Procedure Room slates.
- ♦ Provides wait list and other information to the Ministry of Health.

C. Clerical

- **♦** Enters client demographic and surgical information.
- ♦ Maintains wait/recall lists.
- **♦** Produces and reconciles reports and statistics.
- ♦ Processes mail, faxes, scans and emails.
- ♦ Provides occasional guidance to the primary function of others including training.
- ♦ Provides functional guidance to staff, health care practitioners and patients on the Operating/Procedure Room schedules and wait lists.
- **♦** General office duties.
- **♦** Arranges for transportation.

The above statements reflect the unctions of the job and shall nussignments that may be inhere	general details considered necessary to describe the construed as a detailed description of all relate at the job.	ve principal ed work
alidating Signatures:		
CUPE:	SEIU:	
GEU:	SAHO:	
Oato: May 16, 2024		
Date: May 16, 2024		

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