



Provincial Job Description

TITLE:
**(233) Staff & Operating Room
Scheduler**

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains all aspects of staff scheduling while adhering to collective bargaining agreements and staffing guidelines. Initiates, coordinates and maintains schedules for Operating and Procedure Rooms.

QUALIFICATIONS:

- ◆ Medical Administrative Assistant diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience working in a medical office environment utilizing medical terminology.

KEY ACTIVITIES:

A. Staff Scheduling

- ◆ **Maintains staff schedules (e.g., master rotation) in accordance with collective agreement requirements and departmental policies/procedures.**
- ◆ **Calls and schedules staff for replacement of short-notice absences, leaves of absences (e.g., vacations, extended sick leaves).**
- ◆ **Schedules adjustments using a computerized scheduling system according to scheduling processes, collective agreement language, manager guidelines and the employee's proforma information.**
- ◆ **Maintains current seniority lists.**
- ◆ **Formats, prints and posts staff schedules.**
- ◆ **Compiles and posts staff replacement lists.**
- ◆ **Compiles statistical reports for managers.**
- ◆ **Responds to questions and inquiries from employees and managers.**
- ◆ **Works collaboratively with managers on scheduling issues.**
- ◆ **Inputs/updates employee information in scheduling program.**

B. 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.**

C. Administration

- ◆ **Collects, verifies, enters and submits data to payroll.**
- ◆ **Informs payroll of any pay code and/or staff changes.**
- ◆ **Identifies errors and makes corrections.**
- ◆ **Creates and maintains spreadsheets.**
- ◆ **Assists employees in completion of forms.**
- ◆ **Prepares monthly and yearly reports.**

D. Related Key Work Activities

- ◆ Enters client demographic and surgical information.
- ◆ Provides wait list and other information to the Ministry of Health.
- ◆ Maintains wait/recall lists.
- ◆ Performs general office duties (e.g., orders supplies, photocopies, shreds, provides reception/telephone services, processes mail, files).
- ◆ Produces and reconciles reports and statistics.
- ◆ Books appointments/transportation/meeting rooms.
- ◆ 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.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 16, 2024