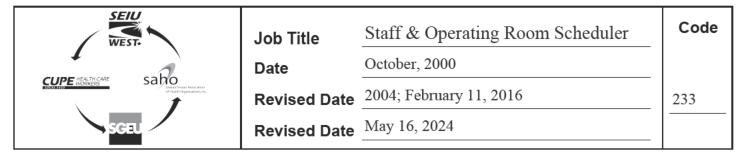
Job Evaluation Rating Document



Decision Making	Degree	
Uses discretion on a regular basis to determine best provision of Operating Room booking and staff scheduling services. Makes decisions regarding cancellation of procedures due to emergencies. Requires interpretation of collective agreements while scheduling staff.	3.0	

Education	Degree
Grade 12.Medical Office Administration diploma (Saskatoon Business College 860 hours)	
	3.0

Experience	Degree
Twelve (12) months previous experience working in a medical office environment utilizing medical terminology. Twelve (12) months on the job to learn specialized surgical booking, computerized scheduling programs, appropriate guidelines and collective agreements and to become familiar with department policies and procedures.	5.0

Independent Judgement	Degree
Performs scheduling according to collective agreements. May exercise judgement to change staffing outside the regular complement. Follows surgical booking guidelines when coordinating and maintaining schedules for Operating and Procedure Rooms. Exercises judgement when canceling scheduled surgeries to accommodate urgent cases.	3.5

Working Relationships	Degree
Has regular contact with employees on the staff replacement list which requires tact/discretion and persuasion of employees when calling in for shifts.	
	3.5

Impact of Action	Degree
Misjudgement in coordinating diagnostic procedures or pre-admission clinics may result in delay of surgery. Inaccuracies in maintaining staff rotations may result in staff shortages.	
	2.0

Leadership and/or Supervision	Degree
Provides occasional guidance to the primary function of others, including training.	
	2.0

Physical Demands	Degree
Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.	
	2.5

Sensory Demands	Degree
Regular sensory effort reading, writing and operating computer with periods of frequent effort preparing complicated schedules/Operating Room slates.	
	2.5

Environment	Degree
Occasional exposure to minor conditions such as rudeness, profanity, interruptions and r deadlines.	nultiple
	2.0