


Job Evaluation Rating Document

	Job Title <u>Unit Assistant</u> Date <u>October 2000; 2004</u> Revised Date <u>August 2006; January 11, 2017</u> Revised Date <u>May 16, 2024</u>	Code <u>235</u>
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Decision Making 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.	Degree <u>2.0</u>
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Education Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).	Degree <u>3.5</u>
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Experience No previous experience. Nine (9) months on the job to become familiar with computer systems, processing physician orders, chart maintenance and to become familiar with department policies and procedures.	Degree <u>3.0</u>
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Independent Judgement Follows established methods when providing clerical/reception support to the unit as well as portering and cleaning. Encounters and resolves minor operating problems associated with client/patient/resident transfers between units/facilities.	Degree <u>2.5</u>
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Working Relationships 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.	Degree <u>2.5</u>
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Impact of Action Misjudgement in coordinating appointments may delay related services. Delays in processing physicians' orders may delay patient care/treatment.	Degree 2.0
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	Degree 1.0
Physical Demands Regular physical effort performing computer operation, chart maintenance and filing with frequent periods of reaching, walking, moving, pushing, pulling and assisting/portering clients/patients/residents.	Degree 2.5
Sensory Demands Regular sensory effort such as reading, writing, filing, sorting, computer operation and listening to clients/patients/residents, staff and physicians.	Degree 2.0
Environment Regular exposure to minor disagreeable conditions such as interruptions and multiple deadlines. Occasional exposure to major disagreeable conditions such as blood/body fluids, chemicals and infectious disease.	Degree 3.0