



Provincial Job Description

TITLE:
**(424) Operating Room Scheduler
& Unit Assistant**

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Initiates, coordinates and maintains the schedules for the Operating Room theatres and Procedure Rooms and provides clerical/reception duties for the unit.

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 or hospital unit setting using clerical, reception and 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, Operating/Procedure Room staff and supporting departments.
- ◆ Prepares and distributes Operating and Procedure Room slates.
- ◆ Provides wait list and other information to the Ministry of Health.

C. Reception / Telephone

- ◆ Greets clients/patients/public to department/unit.
- ◆ Provides telephone support for department/unit, directs calls to proper individual, takes messages, pages staff and provides information.
- ◆ Locates information or phone numbers for clients/public.
- ◆ Calls other departments/clinics to book appointments and obtain information/reports.
- ◆ Calls other facilities/regions to arrange transfers.
- ◆ Assists with allocation of beds and patient placement.
- ◆ Monitors visitors.
- ◆ Operates ambulance radio.

D. 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.
- ◆ Orders supplies.
- ◆ Maintains office equipment.
- ◆ Coordinates travel for transfer/discharge/death/doctor appointments.
- ◆ Obtains birth/death registration and health number assignments.
- ◆ Compiles bed census/statistics.
- ◆ Books meeting rooms.
- ◆ General office duties.

E. Chart Maintenance

- ◆ Processes physician orders (e.g., fills out requisitions, sending paperwork to appropriate department).
- ◆ Assembles, labels/imprints and disassembles charts.
- ◆ Charts vital signs.
- ◆ Files reports.
- ◆ Requests, picks up and returns Health Records charts.
- ◆ Completes applicable paperwork for admissions, discharges, and transfers.
- ◆ Assembles discharge and special needs packages.

F. Related Key Work Activities

- ◆ Picks up/delivers specimens.
- ◆ Cleans resident/patient equipment (e.g., urinals, wheelchairs, beds).
- ◆ Cleans/disinfects instruments and equipment.
- ◆ Cleans unit/area (e.g., fridges, cupboards, surfaces).
- ◆ Removes garbage and linen.
- ◆ Disposes of sharps and biohazardous wastes, as per departmental procedures and policies.
- ◆ Porters equipment, patients, meals and supplies (e.g., linen, specimens, charts, pharmacy supplies).
- ◆ Strips beds and changes linen hamper bags.
- ◆ Restocks/organizes supplies and equipment in designated areas.
- ◆ Co-ordinates/tracks unit equipment sent for repair and maintenance off the unit.

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