


Job Evaluation Rating Document

	<p>Job Title <u>Medical Assistant - Dermatology</u></p> <p>Date <u>Interim Rating - February 1, 2013</u></p> <p>Revised Date <u>January 10, 2014</u></p> <p>Revised Date <u>May 16, 2024</u></p>	<p>Code</p> <hr/> <p>479</p>
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<p>Decision Making</p> <p>Follows accepted practices when providing phototherapy and other treatments according to physician orders. Uses discretion when modifying procedures during client/patient treatment. May make minor decisions such as appointment scheduling/changes.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Education</p> <p>Grade 12. Medical Administrative/Clinical Assistant diploma (Saskatoon Business College 1120 hours).</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Experience</p> <p>Twelve (12) months previous experience working in a medical environment. Twelve (12) months on the job to obtain job specific training to learn skin disorders, phototherapy treatments and become familiar with department policies and procedures.</p>	<p>Degree</p> <hr/> <p>5.0</p>
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<p>Independent Judgement</p> <p>Performs phototherapy treatment according to established procedures. Makes appropriate therapy decisions based on various skin conditions and forwards more serious issues to Physician.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Working Relationships</p> <p>Has regular contact with clients/patients requiring phototherapy treatment. Assesses patients, provides recommendations regarding treatment application times and expected reaction to various treatments. Charts patient treatment progress for review by the Physician.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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Impact of Action Misjudgment in phototherapy treatment may result in serious short term discomfort to clients/patients. Inaccuracies in charting may impact the Physician's ability to provide follow-up treatment.	Degree <u>2.5</u>
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	Degree <u>1.0</u>
Physical Demands Regular cumulative physical effort reaching, pulling, stretching, assisting patients, cleaning and lifting weights.	Degree <u>2.0</u>
Sensory Demands Regular sensory effort inputting information into phototherapy equipment, performing treatments, examining/observing/listening to patients, reading reports and filing.	Degree <u>2.0</u>
Environment Regular exposure to major disagreeable conditions such as blood/body fluids, chemicals and soiled linen.	Degree <u>4.0</u>