Job Evaluation Rating Document



Decision Making	Degree
Has the ability to prioritize choice of action in emergent situations. Follows and interprets accepted practices, existing rules and regulations regarding scheduling. Achieves assigned objectives through planning, implementing and providing technical support. Work involves developing plans to achieve short term goals associated with coordinating work flow.	3.5

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

Experience	Degree
Twenty-four (24) months previous experience as a Operating Room Scheduler to consolidate knowledge and skills. Twelve (12) months on the job to develop coordination/administrative skills and become familiar with department policies and procedures.	6.0

Independent Judgement	Degree
Follows surgical booking guidelines when coordinating and maintaining schedules for Operating and Procedure rooms. Uses limited analysis to ensure appropriate codes have been utilized. Exercises judgement when canceling scheduled surgeries to accommodate urgent cases.	3.5

Working Relationships	Degree
Has regular contact with schedulers and health care practitioners regarding Operating Room scheduling requirements. Calling patients to cancel surgeries may involve difficult, specialized or emotionally charged situations.	3.5

Degree

Impact of Action

Job Title

Inaccurate codes on the Operating Room slate can affect the accuracy of procedures to be performed. Misjudgement in Operating Room scheduling wait lists may result in identifiable loss of public relations.

2.5

Leadership and/or Supervision

Assigns and checks the work of Operating Room Schedulers within the department. Provides functional guidance/specialty advice to Operating Room Schedulers and department/unit management regarding the Operating Room slate.

3.0

Degree

Physical Demands

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

2.5

Degree

Sensory Demands

Regular sensory effort reading, writing and computer operation with periods of frequent effort preparing complicated schedules.

2.5

Degree

Environment

Occasional exposure to minor conditions such as rudeness, profanity, interruptions and multiple deadlines.

2.0

Degree