
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Health Records

Grid: 24

Class Title: Medical Transcriptionist,
Supervisor II

I. Level Definition

Positions at this level supervise from three to ten designated staff and may perform related administrative and medical transcription functions.

II. Typical Duties

1. Supervises three to ten designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Co-ordinates the work flow of assigned area by establishing work schedule and priorities and processes incoming and outgoing correspondence.
3. Makes recommendations regarding budget for assigned area.
4. Develops operating procedures for a variety of clerical support functions in order to meet the needs and requirements of assigned area; oversees and updates standards and policies for assigned area.
5. Transcribes medical dictation such as histories, consultations and physicians' reports from dictation equipment and/or rough draft.
6. Co-ordinates booking of patients' appointments in accordance with the schedules of clinics or services.
7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, graduation from an approved course in medical transcription and three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard at 60 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to supervise.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.