FACILITIES SUBSECTOR COLLECTIVE AGREEMENT
BENCHMARK

Job Family: Clerical  Class Series: Admitting
Grid: 21  Class Title: Clerk V, Admitting (O.R. Booking)

I. Level Definition

Positions at this level prepare, maintain and assign patients/procedures to O.R. slates (including inpatient/outpatient/daycare) subject to review by nursing staff and/or physicians.

II. Typical Duties

1. Prepares O.R. slates (including inpatient/outpatient/daycare) by gathering patient information such as patient name, type of surgery, attending physician; assigns patients to the O.R. slate (including inpatient/outpatient/daycare) according to type and expected duration of surgery; adjusts the initial slate according to information such as clean up procedures, blood required, staff required.

2. Notifies respective areas of adjustments and/or changes made to the O.R. slate (including inpatient/outpatient/daycare).

3. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 and three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

(i) Ability to keyboard at 45 w.p.m.
(ii) Knowledge of medical terminology.
(iii) Ability to communicate effectively both verbally and in writing.
(iv) Ability to deal with others effectively.
(v) Physical ability to carry out the duties of the position.
(vi) Ability to organize work.
(vii) Ability to operate related equipment.