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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Admitting

**Grid:** 24

**Class Title:** Clerk VI, Admitting (O.R. Booking)

### **I. Level Definition**

Positions at this level supervise one to ten designated O.R. booking staff.

### **II. Typical Duties**

1. Supervises one to ten designated O.R. booking staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. 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.
3. Notifies respective areas of adjustments and/or changes made to the O.R. slate (including inpatient/outpatient/daycare).
4. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

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

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Knowledge of medical terminology.
- (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.