FACILITIES SUBSECTOR COLLECTIVE AGREEMENT
BENCHMARK

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.