
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Admitting

Grid: 16

Class Title: Clerk IV, Admitting (Bed Booking)

I. Level Definition

Positions at this level identify available booking options and refer options to a senior position such as Registered Nurse, Senior Admitting/Bed Booking Clerk for assignment of beds.

II. Typical Duties

1. Identifies available booking options by obtaining patient information such as personal details, nature of care required, type of surgery and comparing this information to available beds.
2. Refers options to a senior position such as Registered Nurse or Senior Admitting/Bed Booking Clerk for assignment of beds.
3. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 and two year's 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.