
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Admitting

Grid: 21

Class Title: Clerk V, Admitting (Bed Booking)

I. Level Definition

Positions at this level identify available booking options and assign beds and may supervise one or two designated bed booking staff.

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. Assigns beds by selecting the appropriate bed booking options.
3. Supervises one or two designated bed booking staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
4. 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 supervise.
- (vii) Ability to organize work.
- (viii) Ability to operate related equipment.