
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Admitting

Grid: 24

Class Title: Clerk VI, Admitting (Bed Booking)

I. Level Definition

Positions at this level supervise three to ten designated bed booking staff.

II. Typical Duties

1. Supervises three to ten 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.
2. 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 resources.
3. Allocates and assigns beds by identifying available options and selecting the appropriate bed booking option.
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.