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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Admitting

**Grid:** 16

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

### **I. Level Definition**

Positions at this level assist a senior position such as Senior O.R. Booking Clerk or Registered Nurse with preparing and maintaining O.R. slates (including inpatient/outpatient/daycare) by gathering information and making adjustments to O.R. slates (including inpatient/outpatient/daycare) subject to the approval of a senior position such as Senior O.R. Booking Clerk, Registered Nurse.

### **II. Typical Duties**

Assists a senior position such as Senior O.R. Booking Clerk or Registered Nurse with preparing and maintaining the O.R. slates (including inpatient/outpatient/daycare) by performing a variety of duties such as:

1. Gathering patient information and pre-operative information from physician's office and/or nursing areas such as patient name, type of surgery, attending physician.
2. Contacting physician's office to advise when surgery times have been arranged.
3. Booking facility services such as radiology, pathology for the surgery booked.
4. Adjusting the initial slate according to information provided such as clean up procedures, blood required, staff required.
5. Notifying appropriate areas of adjustment made to the O.R. slate (including inpatient/outpatient/daycare).
6. Perform other related duties as assigned.

### **III. Qualifications**

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

Grade 12 and two 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 organize work.
- (vii) Ability to operate related equipment.