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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Admitting

**Grid:** 33

**Class Title:** Supervisor (O.R. Booking)

### **I. Level Definition**

Positions at this level supervise more than ten designated O.R. booking staff.

### **II. Typical Duties**

1. Supervises more than ten designated O.R. booking staff by performing duties such as scheduling and coordinating 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; assigning 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 five 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.