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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Admitting

**Grid:** 21

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

### **I. Level Definition**

Positions at this level prepare, maintain and assign patients/procedures to O.R. slates (including inpatient/outpatient/daycare) subject to review by nursing staff and/or physicians.

### **II. Typical Duties**

1. Prepares O.R. slates (including inpatient/outpatient/daycare) by gathering patient information such as patient name, type of surgery, attending physician; assigns patients 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.
2. Notifies respective areas of adjustments and/or changes made to the O.R. slate (including inpatient/outpatient/daycare).
3. 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 organize work.
- (vii) Ability to operate related equipment.