



UNION JOB DESCRIPTION

JD1230

JOB TITLE:	Surgical Procedures Booking Clerk	JOB DESCRIPTION NO.:	F.Cl.10008.003
CLASSIFICATION:	Clerk V, Admitting (O.R. Booking)	GRID/PAY LEVEL:	F 21
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10008
UNION:	HEU	JOB/CLASS CODE:	10008
PROGRAM/DEPARTMENT:	Anaesthesia and Surgical Services	BENCHMARKS (If Applicable):	10008
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Nanaimo Regional General Hospital (NRGH); Cowichan District Hospital (CDH); West Coast General Hospital (WCGH)		

JOB SUMMARY:

In accordance with the Mission, Vision and Values, and strategic directions of Vancouver Island Health Authority patient safety is a priority and a responsibility shared by everyone at VIHA and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Utilizing computerized applications receives and processes requests for surgical procedures and books surgical services slates.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Receives and processes requests for surgery from physicians in accordance with Hospital policies and procedures by checking such criteria as surgical consent. Assigns procedure code and performs data entry.
2. Prepares Surgical Services slate by booking surgical cases based on O.R. time, surgeon and equipment availability and booking category.
3. Maintains files of pre-operative histories and bookings.
4. Communicates and verifies booking resources components between the Pre-Admission Clinic, the O.R. and Admitting to ensure information flows between the departments.
5. Maintains routine statistical reports.6.Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 12 and three (3) years' recent related experience or an equivalent combination of education, training and experience.

Skills And Abilities

- Keyboard at 45 wpm
- Knowledge of medical terminology.
- Communicate with others effectively both verbally and in writing.

- Deal with others effectively.
- Operate related equipment, such as a personal computer and using specialized software applications.
- Physically perform the duties of the position.
- Organize work.