



## UNION JOB DESCRIPTION

**JD1447**

<b>JOB TITLE:</b>	Clerk V - Operating Room (OR) Booking	<b>JOB DESCRIPTION NO.:</b>	F.NI.10008.001
<b>CLASSIFICATION:</b>	Clerk V, Admitting (O.R. Booking)	<b>GRID/PAY LEVEL:</b>	F 21
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	10008
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	10008
<b>PROGRAM/DEPARTMENT:</b>	Community Hospitals	<b>BENCHMARKS (If Applicable):</b>	10008
<b>REPORTING TO:</b>	Nurse Manager		
<b>FACILITY/SITE:</b>	North Island Hospital (Comox Valley Campus); Cowichan District Hospital (Quw'utsun Valley Hospital) (CDH); Nanaimo Regional General Hospital (NRGH)		

### JOB SUMMARY:

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

Prepares, maintains and assigns patients/procedures to O.R. slates according to pre-authorized specifications.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Responsible for booking all elective and urgent/semi-urgent surgery according to outlined procedures and in conjunction with the Nurse Manager.
2. Communicates all necessary information concerning surgical bookings to all relevant hospital departments, physicians and patients as per procedure.
3. Prepares and distributes O.R. schedule daily.
4. Compiles, prepares and maintains statistics such as the O.R. census.
5. Performs other duties as required.

### QUALIFICATIONS:

#### Education, Training And Experience

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

#### Skills And Abilities

- Ability to keyboard 45 wpm.
- Knowledge of medical terminology.
- Ability to communicate effectively both verbally and in writing.

- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.