



**North Eastman Health Association Inc.
Job Description**

Operating Room/ Slating Clerk

Position Summary

Under the direction of and responsible to the Care Team Manager, the Slating Clerk functions as an integral part of the health care team and is responsible for meeting Operating Room slating requirements by scheduling patients for surgery, and endoscopy and relaying and recording information relative to the Operating Room slate to physician clinics, pre-admission clinics, Operating Room personnel, and Admitting. The Operating/ Slating Clerk position functions in a manner consistent with and supports the Mission, Vision, Values & Guiding Principles of the North Eastman Health Association.

Reports To: Care Team Manager

Location: Beausejour Hospital

Supervises:

Union: MGEU - Facility Support

Std Grp. 75

QUALIFICATIONS:

Education and Experience

- Grade 12 education required.
- Minimum two years previous experience in a client/ patient/ employee scheduling environment within a health care setting.
- Minimum of two years experience in computerized financial and/or scheduling applications.
- Medical Terminology Level I and Level II certificate.
- Proficiency in computing skills, including MS Office, Outlook, and Internet applications required.

Knowledge, Skills and Abilities

- Demonstrated sound organizational skills required.
- Demonstrated effective oral and written communication skills required.
- Ability to prioritize work and meet deadlines required.
- Ability to work both independently and as a team member required.
- Ability to establish and maintain effective interpersonal working relationships required.
- Mental and physical ability to meet the demands of the position required.

POSITION DUTIES AND RESPONSIBILITIES:

A. Performs Duties Related to Position

- Plans the Operating Room slate in an efficient manner.
- Collects and transcribes all Operating Room procedure schedules, utilizing the Slating Protocol as directed.
- Strives for smooth progression of work flow for physicians, nursing staff, patients, clinics, and Operating Room.
- Assesses ways to improve the slating process or scheduling process for the Operation Room.
- Collects and compiles all pertinent information relevant to safe and efficient patient care. Collects and compiles and submits statistical data as required.

B. Contributes to a Safe Environment

- Ensures a safe environment by adhering to WHMIS Guidelines, Workplace Safety and Health Regulations, and Infection Control Guidelines.
- Maintains familiarity with facility fire and disaster plan, and participates in drills.
- Understands role and responsibility in fire prevention and disaster preparedness. Demonstrates knowledge of body mechanics and uses proper techniques for lifting. Demonstrates knowledge in the safe use of all equipment and follows cleaning/maintenance schedules.
- Checks and restocks supplies as required and according to established schedules.

C. Participates as a Member of the Health Care Team

- Demonstrates knowledge of communication principles.
- Communicates effectively with outside agents as well as other members of the health care team.
- Establishes and maintains effective interpersonal relationships with all members of the health care team.
- Actively participates in team meetings, staff meetings, and other facility and regional activities.
- Assists in the orientation and development of new staff and students as required.

D. Maintains Accountability

- Recognizes own level of competency and seeks appropriate direction or assistance.
- Works within limitations of the position held and follows position description.
- Adheres to established policies and procedures of the North Eastman Health Association, including:
 - Maintaining confidentiality,
 - Standards of dress and grooming,
 - Lines of communication,
 - Attendance management,
 - Suspected abuse reporting.
- Organizes and priorities work according to program needs.
- Uses critical thinking skills to guide decision-making within scope of position description.
- Reports pertinent information to the Care Team Manager
- Completes necessary documentation related to duties and responsibilities.
- Minimizes waste, and utilizes supplies in a cost-effective manner.
- Completes required documentation and administration forms accurately and within established timelines.

- Assumes responsibility for own health.

E. Education and Development

- Identifies own learning needs and participates in goal setting to enhance work performance. Participates in inservices and workshops at a facility, regional, or provincial level as appropriate and available.
- Follows established process for education attendance approval.
- Keeps up to date with the policies and procedures of the North Eastman Health Association

Workplace Safety and Health

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

Patient Safety

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
- Other duties as assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date