

POSITION DESCRIPTION

POSITION TITLE: Slating Clerk **DEPARTMENT:** Regional Surgical Program

CLASSIFICATION: Slating Clerk **APPROVED BY:** Regional Lead – Acute Care &

Chief Nursing Officer

UNION: CUPE Facility Support DATE APPROVED: August 2024

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director, Health Services and/or Manager, Health Services or Designate

POSITIONS SUPERVISED: None

POSITION PURPOSE

The Slating Clerk works under the supervision of the Director, Health Services and/or Manager, Health Services or Designate in performing the scheduling of surgical slates via the Surgical Information Management System (SIMS). The activities are scheduling of surgical procedures, clerical, receptionist functions, communication responsibilities, data entry, and other duties that support the Regional Surgical Program.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Slating OR procedures via SIMS and also utilizing ADT and Windows Based applications (Outlook, Excel, Word, etc.).
- Ensures complete and accurate registration of surgical patients.
- Maintains ongoing tracking of all appropriate/required documentation on referrals from start to completion.
- Communicates with the Regional Endoscopy Program Central Referral and ensures clients are prioritized within the established time targets of urgent, semi-urgent and elective categories.
- Collaborates and communicates effectively with all primary care providers including nursing personnel, surgical team, physicians/surgeons and their offices, pre-operative clinic, admitting and other health care professionals.
- Collaborates and communicates effectively with patient and their family.

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- Supports the pre-op process by ensuring required patient information is provided.
- Provides reception and clerical functions for the OR reception desk as required.
- Maintains an up to date filing system and establishes new filing system upon request.
- Re-schedules surgical procedures as needed and follows up on missed appointments.
- Answers routine inquiries of patients, clients and staff of the surgical program.
- Collects department statistics as required by management.
- Collaborates and communicates effectively with nursing personnel, physicians, pre-operative clinic, physician office staff, patients, families, admitting, and other health care professionals.
- Prioritizes workload and able to work under stressful situations.
- Documents pertinent information accurately according to policies and procedures.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Achievement of essential functions and basic duties as outlined above.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 Education.
- Completion of the Medical Terminology Course required.
- Unit Clerk Certificate preferred.

KNOWLEDGE REQUIRED:

- Knowledge and proficiency in Microsoft Office Suite (Word and Excel) and Outlook Intermediate level required.
- Knowledge and competency with patient care systems and surgery booking within multiple computerized information systems e.g. SIMS and ADT required.

EXPERIENCE REQUIRED:

- One (1) year experience in related clinical area is preferred.
- One (1) year recent experience (within the last 3 years) with SIMS.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated typing speed of 40 WPM required.
- Demonstrated accuracy, efficiency, timeliness and diligence in accomplishment of duties.
- Demonstrated ability to prioritize workloads using effective time management skills.

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- Demonstrated oral and written communication skills.
- Demonstrated organizational and problem solving skills.
- Demonstrated ability to work with minimum supervision.
- Demonstrated ability to build and maintain professional working relationships.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
- May work occasionally evenings and weekends as necessary.
- Will be required to travel to other regional facilities as the position duties may require.

SALARY SCALE:

As per CUPE Facility Support Collective Agreement

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

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