

VACANCY POSTING

Vacancy:	Business Unit Clerk – OR Booking
Description of Position:	Permanent Full time
Number of Vacancies:	1 Position
Unit:	Perioperative
Employee Group:	CUPE Clerical/Technical
Wage Grid:	\$28.76 - \$29.86
Shift Work:	Yes
Weekend Work:	Yes

Date Posted:	July 21, 2026
Closing Date & Time:	July 28, 2026 at 1700 hours
Reference Number:	#26-108 FT BUC OR BOOKING

Please note: This is for an existing vacancy

ROLES AND RESPONSIBILITIES

PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

SUMMARY OF POSITION:

Reporting directly to the Clinical Manager, Perioperative Services, the OR Booking Clerk is responsible for providing an efficient centralized booking process to manage patient and surgeon access to perioperative services.

NATURE AND SCOPE OF WORK

- Receive and schedule operating room bookings including required surgical and diagnostic procedures.
- Direct requests and/or provide information regarding preparation for surgical and diagnostic procedures.
- Organize consecutive appointments ensuring a client centered focus for access to perioperative services.
- Organize the OR schedule to optimize OR utilization and surgeons' time.
- Interface effectively with clients and service providers to communicate delays and unavoidable changes to schedules.
- Coordinate patient booking procedures related to access of ambulatory care services.
- Act as a liaison between the operating room departmental staff, assisting personnel, surgeons, admins and patients in the planning for operating room care delivery.
- Other duties as required.

QUALIFICATIONS

- Medical terminology certificate or completion within 3 months of hire
- Graduate of a medical office administration program or equivalent combination of post-secondary education and/or relevant experience
- 2 years' experience providing administrative support within a hospital setting
- Computer literacy in Windows applications such as word, excel, power point, outlook
- Experience with Epic electronic health record is an asset.
- Excellent record keeping abilities.
- Demonstrated ability to communicate effectively with various hospital services, medical and nursing personnel, as well as members of the public
- Demonstrated ability of independently employing problem solving and conflict resolution strategies
- Good attendance, to support required continuity of the OR booking function
- Knowledge of Operating Room booking procedures, an asset
- Excellent attendance and appropriate availability to fulfil shift commitment
- Ability to relate well with patients, members of the health care team and the general public
- Responsible for own professional development
- Ensure that patients are treated within a safe environment
- Obtain a satisfactory Police Check (vulnerable sector)

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

APPLICATION INFORMATION

Further information is available from **Katie Robertson at extension #6326**. Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at bfancey@wdmh.on.ca. When applying for any posted vacancy it is mandatory that you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH.

Accommodations are available on request for candidates taking part in all aspects of the selection process.