

Position: **Benchmark Job #022**

Ministry: Health

Working Title: **Keypunch Operator**

Branch: Pharmacare

Level: Range 7

Location: Victoria

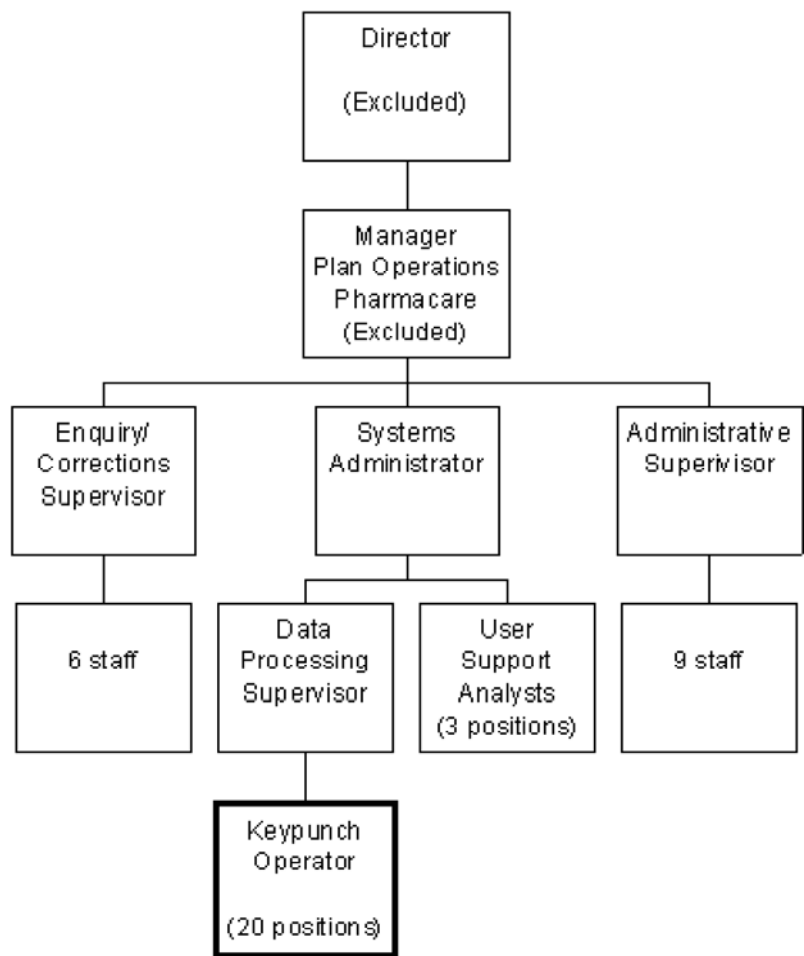
NOC Code: 1422

PRIMARY FUNCTION

To key and sight verify numeric data for Pharmacare plans submitted to data entry unit.

JOB DUTIES AND TASKS

1. Keys data for Pharmacare plans
 - a. accesses and updates data for Pharmacare plans
 - b. keys data from Pharmacare plan forms using data entry machine
 - c. identifies wrong codes and legibility problems and refers to supervisor
 - d. completes and adds production sheets
 - e. checks number of prescription receipt on submissions
2. Sight verifies data
 - a. ensures that data entered is accurate and complete
 - b. checks data entry to find typographical errors
 - c. enters changes to incorrectly entered data
 - d. completes data and correction slips
3. Performs other related duties
 - a. gives informal guidance on policies and procedures to co-workers
 - b. identifies and refers terminal function problems to computer staff
 - c. files bundles of data by Pharmacy code number and invoice number
 - d. requests office supplies
 - e. performs telephone reception duties such as taking messages



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Know several work tasks and how to read and write to input and verify data and operate data entry equipment.</p>	B	40
2	<p>MENTAL DEMANDS</p> <p>Judgement to select a known action in completing specific tasks to enter data and identify wrong codes or legibility problems, resolve minor machine malfunctions and report discrepancies to supervisor.</p>	B	40
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Courtesy required to exchange information related to data entry duties with co-workers and supervisors.</p>	A	10
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to input numerical data on computer with speed and accuracy.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by set routines, makes minor changes in known job tasks to enter data in computer terminal, identify discrepancies and legibility problems and report these to the supervisor.</p>	A	15
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Financial responsibility to request office supplies.</p>	A	5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to access and update numeric data for Pharmicare plans on computer system.	B	10
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to give informal guidance to co-workers on policies and procedures.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense sensory concentration to almost always visually focus on source documents or screen to enter data using keyboard and sight verify.	D	18
11	PHYSICAL EFFORT Relatively heavy physical effort to almost always keyboard with speed and accuracy to enter numeric data.	D	18
12	SURROUNDINGS Exposure to crowded office setting with background noise almost always.	B	4
13	HAZARDS Moderate exposure to hazards from production keyboarding almost always.	C	6

Total Points: 198.5

Level: Range 7