

APPENDIX C - WRHA Breast Health Centre (Clerical) MAHCP - ESSENTIAL SERVICES STAFFING REQUIREMENTS CLASSIFICATION: F26																
Regular Staff Requirement /Shift & Day								Essential Services Staff Requirement/Shift & Day								% red.
WEEK 1	M	T	W	Th.	F	Sa.	Su.	M	T	W	Th.	F	Sa.	Su.		
Clerk – Registration 1.0	7.5	7.5	7.5	7.5	7.5	0	0	6.0*	6.0	6.0	6.0	6.0	0	0	20%	
Clerk – Scheduling Diagnostic Imaging 1.0	7.5	7.5	7.5	7.5	7.5	0	0	7.5	7.5	7.5	7.5	7.5	0	0	0%	
Clerk – Scheduling Surgery 1.0	7.5	7.5	7.5	7.5	7.5	0	0	7.5	7.5	7.5	7.5	7.5	0	0	0%	
Clerk – Reception 1.0	7.5	7.5	7.5	7.5	7.5	0	0	4.0**	4.0	4.0	4.0	4.0	0	0	47%	
Clerk – Reception 1.0	7.5	7.5	7.5	7.5	7.5	0	0	4.0**	4.0	4.0	4.0	4.0	0	0	47%	
Clerk – Transcription 1.0	7.5	7.5	7.5	7.5	7.5	0	0	7.5	7.5	7.5	7.5	7.5	0	0	0%	
Clerk – Transcription 0.4		7.5	7.5	7.5	7.5	0	0		0	0	0	0	0	0	100%	
Clerk – Scanning 0.5	3.75	3.75	3.75	3.75	3.75	0	0	3.75	3.75	3.75	3.75	3.75	0	0	0%	
8 Staff; 6.9 FTEs								6 Staff; 5.5 FTEs								

Regular Staff Requirement /Shift & Day								Essential Services Staff Requirement/Shift & Day								% red.
WEEK 2 (in addition to above)	M	T	W	Th.	F	Sa.	Su.	M	T	W	Th.	F	Sa.	Su.		
Clerk – Transcription 0.3			7.5	7.5	7.5	0	0			0	0	0	0	0	100%	
1 Staff; .3 FTE								0 Staff								
TOTAL: 8 STAFF; 7.2 FTES								TOTAL: 6 STAFF; 5.5 FTES								

Notes: (see next page)

* Hours of work will be 9:00am – 3:00pm.

** The 2 Receptionists will work staggered shifts to cover the day: 8:00am – Noon; Noon – 4:00pm.