



BULLETIN

Important survey of duties and credential

July 20, 2016

During bargaining for the current community health collective agreement, the parties agreed in Memorandum of Agreement #34 to investigate the need to establish a new benchmark for the job Medical Office Assistant.

To assist with the required investigation, a union survey has been developed for distribution to Community Health Subsector members whose job description features the job title Medical Office Assistant and/or includes completion of a Medical Office Assistant program as one of the job's qualifications.

The anonymous survey asks members working as Medical Office Assistants to provide information about the job duties they perform and their job related educational credentials. A copy of the job description for the position is also requested as part of each survey response.

To obtain a copy of the survey, please send an email to CLASSIFICATIONS@hsabc.org with your request. Completed surveys can be sent to the same email address.

December 31st, 2016 is the deadline for receipt by the union of completed Medical Office Assistant surveys.

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