

TITLE	Clerk – Radiology	POSITION NO	300070
		CLASSIFICATION	HSO Level G-2



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State’s major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

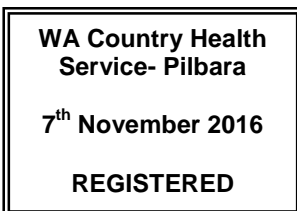
Community – making a difference through teamwork, generosity and country hospitality

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice - valuing diversity with a fair share for all.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	RECEPTION/CLERICAL		100
1.1	Processes and coordinates all paperwork associated with Radiological examinations (including HA 164, 98 and 101).		
1.2	Operates software for appointment, statistical and financial Radiological systems.		
1.3	Attends to all telephone, counter and written enquires.		
1.4	Trains new and relief clerks to the clerical requirements of the role.		
2.0	RADIOLOGICAL REPORT PROCESSING		
2.1	Faxes, emails and telephone reports to requesting practitioners as required. Answer queries on relation to Radiological reports/hardcopies.		
2.2	Files, photocopies and coordinates reports.		
2.3	Coordinates receiving, processing and distribution of hardcopies and reports to relevant centres.		
4.0	REPORT/PATIENT RECORDS		
4.1	Interviews patients and ensures all demographic and Medicare information is collected and entered onto the computer system.		
4.2	Collates all patient cards with current examinations.		
4.3	Files all X-Ray patient record cards.		
4.4	Liaises with Doctors, Nursing staff, Medical Imaging Technologists, Radiological and other staff as required.		
4.5	Checks all report classes, item numbers and classifications.		
6.0	GENERAL		
6.1	Gives instructions to patients in consultation with technicians.		
6.2	Give instructions to patients arriving for examinations.		
6.3	Provides instructions to ward staff for inpatient examinations.		
6.4	Other duties as directed by the Senior Medical Imaging Technologist.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

<p>WA Country Health Service- Pilbara</p> <p>7th November 2016</p> <p>REGISTERED</p>
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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrate high level of communication skills with a commitment to confidentiality.
2. Good interpersonal skills and ability to deal with people under stress.
3. Highly developed organisational and time management skills.
4. Demonstrated experience in the use of Keyboards / computerised systems experience.
5. Sound understanding and appreciation of cultural issues.
6. Demonstrated ability to work effectively autonomously and in a team environment.

DESIRABLE

1. Previous experience working within the health industry.
2. Current knowledge of relevant legislation including EEO, Freedom of Information, Disability Services and Occupational Safety and Health.

Section 6 – APPOINTMENT FACTORS

Location	South Hedland	Accommodation	As determined by the WA Country Health Service Policy.
Allowances/ Appointment Conditions	District Allowance if applicable, Annual Travel Concession if applicable, One week additional Leave for above the 26 th parallel, Air conditioning subsidy if applicable. Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

WA Country Health Service- Pilbara

7th November 2016

REGISTERED

Signature and Date:
Operations Manager – East Pilbara

WA Country Health Service- Pilbara

7th November 2016

REGISTERED

Signature and Date:
Regional Director

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

WA Country Health Service- Pilbara

7th November 2016

REGISTERED