



HSS REGISTERED

Working with Children (WWC) Check Required

Ward Clerk

Health Salaried Officers Agreement; HSO Level G2

Position Number: 00012418

Clinical Services/ HIAS Ward Clerks After Hours

Perth Children’s Hospital / QEII Nedlands

Reporting Relationships

Assistant Head of Department Health Information &
Administrative Service
HSO Level G7
Position Number: 00012314



HIAS Coordinator – After Hours
HSO Level G4
Position Number: 00013089



This Position



Reporting to this position:

Title	Classification	FTE
• Nil		

- Also reporting to this supervisor:
- HIAS Officers – Medical Records – After Hours G1/2
 - HIAS Officers – Emergency – After Hours G2
 - HIAS Officers – Relief – After Hours G2
 - HIAS Officer – Enquiries Afterhours G2

Key Responsibilities

Responsible for the provision of ward clerical services, reception duties and medical record maintenance including receiving and processing all direct/indirect admissions and discharges for the ward.

Brief Summary of Duties

1. Clerical Duties

- Responsible for the provision of ward clerical services, reception duties and medical record maintenance including receiving and processing all direct/indirect admissions and discharges for the ward.
- Coordinates the wards daily administrative requirements including meal lists and physical resources where necessary.
- Screens incoming correspondence, inter hospital, public and private via phone and in person and directs queries to appropriate personnel.

2. Medical Record Duties

- Liaises with shift coordinator and advises relevant medical staff of patient admission details.
- Maintains timely and accurate patient related data relating to admission transfers, discharges and bed availability for the ward. Waitlists patient appointments and admits patients as required.
- Receives patients to the ward, allocates bed in conjunction with Bed Allocations, and ensures patient data are complete and correct. Updates and maintains the Patient Administration System for the ward. Makes same day notification of admission to patient's GP by facsimile transmission.
- Maintains suitable medical and other record tracking systems including completion of the interim/final discharge summary and clinical classification forms.
- Inputs and retrieves record information using Patient Information systems, including movements related to episodes of care changes. Files and uptakes data entry to relevant database in keeping with policies and guidelines.
- Accepts all relevant patient reports, laboratory test results, correspondence, referrals and x-rays for doctor's rounds, theatre procedures, clinical meetings and emergencies.
- Interviews patients relating to Unclassified Admissions, Private Patient Scheme, Compensable Patient Scheme and Reciprocal Arrangement Scheme operating within the Hospital and updates inpatient status and notify consultant or relevant person of same.
- Ensures receipt of patients' medical record and dispatch all patient records via computer and electronic tracking system. Maintains and ensures security and confidentiality of the medical record during admission, and facilitates timely completion of summary and coding on discharge.

3. CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.

- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Previous experience in varied clerical and reception duties with strong front-line customer focus.
2. Accurate data processing/keyboard skills.
3. Good verbal and written communication skills.
4. Ability to work as part of a team with the ability to be flexible, use own initiative, organise and prioritise clerical tasks with minimal supervision.

Desirable Selection Criteria

1. Conversant with medical terminology, medical abbreviations and the principles associated with patient confidentiality.
2. Previous experience in a busy hospital or large medical practice environment using computerised patient information system and clinical system software.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Pre-requisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

Certification

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

Manager / Supervisor Name	Signature or	HE Number	Date
Directorate/ Dept. Head	Signature or	HE Number	Date

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

Occupant Name	Signature or	HE Number	Date
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HSS Registration Details (to be completed by HSS)

Created on September 2016	Last Updated on January 2019
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