



### HSS REGISTERED

## Theatre Clerk

**Health Salaried Officers Agreement: HSO Level G2**

**Position Number: 114858**

**Patient Information Management Services**

**Fremantle Hospital and Health Service / South Metropolitan Health Service**

### Reporting Relationships

Site Coordinator (PIMS)  
HSO Level G6  
001866



Clerical Coordinator Outpatients  
HSO Level G5  
114845



**This Position**



Directly reporting to this position:

**Title**

• Nil

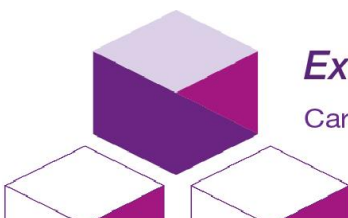
**Classification**

**FTE**

Also reporting to this supervisor:  
• Various

### Key Responsibilities

Maintains and audits the Theatre Management Information System (TMS) and provides comprehensive clerical support to the Head of Department within Theatre.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. Theatre Management Support

- 1.1 Maintain and audit the Information System within Theatre (TMS).
- 1.2 Enter elective cases and 'add on' theatre cases into TMS.
- 1.3 Liaises with Clinical, Nursing and Booking clerks in the compilation of theatre lists. Carries out data entry, retrieval, maintains and updates information utilising WebPAS and TMS.

### 2. Clerical Support

- 2.1 Provides comprehensive clerical services to the Head of Department (HOD) and other officers designated by the HOD including data entry, maintenance of the staff rostering and on-call system.
- 2.2 Receives and screens calls to the department, responds and directs appropriately. Receives and processes correspondence to the department. Action routine matters.
- 2.3 Liaises with and facilitates administrative contact between department, patients, other departments and other health professionals both within and outside the hospital.
- 2.4 Maintains a diary and pending system for Head of Department, arranges meetings, prepares agenda and takes minutes as required.
- 2.5 Transcribes correspondence, memorandums, minutes, clinical reports/summaries and presentations from dictation or draft. Proof reads, edits copy for completeness and correctness. Photocopies, collates, distributes and files.
- 2.6 Maintain an accurate filing system in the Theatre department.
- 2.7 Prepares material, including overhead slides, documentation for presentations at lectures and conferences from dictation or draft.
- 2.8 Raises requisitions for office, catering and other services/supplies.

### 3.2 SMHS Duties

- 3.1 Performs duties in accordance with the relevant Occupational Safety and Health and Equal Opportunity Legislation and WA Health Code of Conduct.
- 3.2 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program Specific Policies and Procedures.
- 3.3 Participates in a continuous process to monitor, evaluate and develop services and performance.
- 3.4 Participates in an annual performance development review.

### 4. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated clerical / administrative experience.
2. Sound communication skills oral and written.
3. Demonstrated initiative to work with minimal supervision.
4. Demonstrated keyboard / computer skills and experience with data entry and retrieval and proficiency with 'Windows' based word processing software.
5. Demonstrated interpersonal skills and the ability to liaise effectively as part of a team.
6. Demonstrated effective time management skills.

### Desirable Selection Criteria

1. Previous secretarial, reception or clerical experience in a health care environment.
2. Experience of hospital procedures relating to medical records practices.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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.

Chelsea Te Pania		HE02218	06/07/2018
Manager / Supervisor Name	Signature or	HE Number	Date
Nick Leather		HE21074	06/07/2018
Dept. / Division Head Name	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
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	April 2019
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