



North Metropolitan Health Service
Job Description Form

HSS Registered September 2016

Medical Secretary

Health Salaried Officers Agreement: Level G2

Position Number: 004208

HIMS Central Medical Secretarial Unit

Sir Charles Gairdner Hospital

Reporting Relationships

Deputy Manager
 Health Information Management Service
 HSO Level G7
 Position Number: 000587



Coordinator
 Central Medical Administration and Secretarial Services
 HSO Level G5
 Position Number: CG00656



This Position



← Also reporting to this supervisor:

- Medical Typists – G2
- Relief Medical Secretary – G2
- Relief Medical Admin Assistants – G3

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	Nil
Nil			

Prime Function / Key Responsibilities
 Responsible for providing an efficient medical secretarial service.

Brief Summary of Duties (in order of importance)

1. Secretarial/Clerical

- 1.1 Assess and process patient referrals, initiate and co-ordinate appointment bookings, cancellations, follow ups and wait lists.
- 1.2 Responsible for providing an efficient medical secretarial service.
- 1.3 Transcribe and type outpatient clinical letters, miscellaneous correspondence, reports, consults, and ward rounds as required.
- 1.4 Collate and dispatch completed work as necessary.
- 1.5 Co-ordinate transport, tests and assist interpreter service as required.
- 1.6 Establish and maintain clinic profiles.
- 1.7 Liaise with medical staff, other departments, general practitioners and patients both verbally and in writing.
- 1.8 Maintain statistics.
- 1.9 Assist with on the job training of new staff.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.5 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

The successful occupant of this position will be required to comply with the Sir Charles Gairdner and Osborne Park Health Care Group (SCGOPHCG) Strategic Plan, Occupational Safety & Health and Confidentiality throughout the course of their duties.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated secretarial experience with minimum typing speed of 60 words per minute.
2. Comprehensive knowledge of multidisciplinary medical terminology.
3. Proficient skills in audio typing and word processing packages.
4. Good command of English grammar and spelling.
5. Proven ability to work effectively with minimal supervision and as part of a team.
6. Demonstrated interpersonal and communication skills.

Desirable Selection Criteria

1. Knowledge of computerised Patient Care System.
2. Knowledge of Digital dictation system.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- 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

Norma Byrnes
HE: 42623
29 August 2016

Dept./Division Head

Frances Harrison
HE: 50987
29 August 2016

Position Occupant

Name:
Signature/HE:
Date: