



HSS Registered

## Patient Information Management Services (PIMS) Officer

**Health Salaried Officers Agreement; Level G2**

**Position Number: 007040**

**Patient Information Management Services / Operations  
Rockingham General Hospital / Rockingham Peel Group**

### Reporting Relationships

PIMS Manager  
HSO G7  
111520



PIMS Coordinator  
HSO G4  
111908



**This Position**



Directly reporting to this position:

Title	Classification	FTE
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Also reporting to this supervisor:

- Various

### Key Responsibilities

Provides PIMS clerical support for Rockingham Peel Group ensuring records are maintained in a confidential environment, and delivered in a timely manner.

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

**1. Patient Information Management**

- 1.1 Processes admission and discharges in The Open Patient Administration System (TOPAS).
- 1.2 Utilises TOPAS and EDIS to search, create, register and update patient information.
- 1.3 Provides clerical support across Rockingham Peel Group for Clinical, Nursing, Allied and Mental Health staff as required.
- 1.4 Requests retrieval, compilation and creation of medical records as appropriate.
- 1.5 Liaises with other Health Services.
- 1.6 Maintains the medical record filing system including filing of records and loose reports.
- 1.7 Provides an efficient and courteous hospital reception service for patients, visitors and hospital staff throughout the hospital.

**2. General**

- 2.1 Ensure confidentiality is maintained at all times.
- 2.2 Contributes towards the delivery of customer focused services.
- 2.3 Provides support to other clerical staff being trained for this or similar positions.
- 2.4 Attends to enquiries and requests from public, clinical and non-clinical staff.
- 2.5 Attends team meetings and training sessions as required.

**3. SMHS Governance, Safety and Quality Requirements**

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**4. Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Demonstrated strong customer focus experience.
2. Demonstrated effective time management and prioritisation skills.
3. Demonstrated effective written and verbal communication skills.
4. Demonstrated proficient and accurate keyboard, data entry and retrieval skills.
5. Demonstrated ability to deal responsibly and appropriately with highly confidential information.
6. Demonstrated proven ability to work within a team environment.

### **Desirable Selection Criteria**

1. Previous experience working in an health services environment.
2. Knowledge of computerised patient information systems: eg TOPAS, EDIS.
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.**

_____ <b>Manager / Supervisor Name</b>	_____ <b>Signature</b>	<b>or</b>	_____ <b>HE Number</b>	_____ <b>Date</b>
<b>Heather Henry</b>			<b>HE105431</b>	<b>10 Oct 2016</b>
_____ <b>Dept. / Division Head Name</b>	_____ <b>Signature</b>	<b>or</b>	_____ <b>HE Number</b>	_____ <b>Date</b>

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

_____ <b>Occupant Name</b>	_____ <b>Signature</b>	<b>or</b>	_____ <b>HE Number</b>	_____ <b>Date</b>
<b>Effective Date</b>				

**HSS Registration Details (to be completed by HSS)**

<b>Created on</b>	_____ <b>Last Updated on</b>	<b>27/10/2016</b>	<b>HE38566</b>
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