



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601040
Division:	Kalgoorlie Health Campus	Title:	Clerk D Ward
Branch:	Surgical Ward	Classification:	HSO Level G2
Section:	Clerical	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Operation Manager
	Classification:	HSO Level G11
	Position No:	607939



Responsible To	Title:	Business Manager
	Classification:	HSO Level G7
	Position No:	601112



This position	Title:	Clerk D Ward
	Classification:	HSO Level G2
	Position No:	601040



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>	
601534	Clerical Assistant Relief
601403	Clerical Relief Casual
601032	Admissions/Communications Officer
601119	Clerk Doctors Accounts



Positions under direct supervision:	← Other positions under control:		
Position No.	Title	Category	Number
Nil			

Section 3 – KEY RESPONSIBILITIES

To provide an effective clerical and liaison service to Medical, Nursing, Allied Health, Hospital and Support Service staff, patients and visitors.

WA Country Health Service – GOLDFIELDS

30 November 2016

REGISTERED Job Description Form

TITLE	Clerk D Ward	POSITION NO	601040
		CLASSIFICATION	HSO Level G2



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.

<p>WA Country Health Service – GOLDFIELDS</p> <p>30 November 2016</p> <p>REGISTERED Job Description Form</p>
--

TITLE	Clerk D Ward	POSITION NO	601040
		CLASSIFICATION	HSO Level 2

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%		
1.0	ADMISSION	D	40		
1.1	Receive patients attending for admission, admission documentation and medical records.				
1.2	Notify relevant nursing and/or medical staff of patient attendance.				
1.3	Verify admission documentation regarding patient classification and attending physician.				
1.4	File and maintain confidentiality of all medical results and reports relating to inpatient stay.				
1.5	Verify completeness of ward census printout, update computer details as required.				
1.6	Maintain Ward Register and bed boards.				
1.7	Arrange collection of pathology specimen request forms.				
1.8	Arrange appointments for inpatients requiring service(s) from Allied Health professionals.				
1.9	Collect signatures on Patient Election Form and other relevant admission documents.				
2.0	DISCHARGE			D	40
2.1	Verify completeness of discharge documentation and update manual and computerised records accordingly.				
2.2	Notify the Nurse Manager of patient discharges.				
2.3	Collate the current admission into correct filing sequence and file within the medical record.				
2.4	Arrange for crutches and other equipment.				
2.5	Arrange patient follow up appointments and transport when required.				
2.6	Prepare documentation for patients requiring transfer - photocopy/fax/x-rays.				
2.7	Arrange PATS for patients returning to outlying areas.				
3.0	WARD MANAGEMENT			D	15
3.1	Answer telephone, patient and general enquiries and direct visitors to appropriate areas.				
3.2	Prepare admission sets for future admissions.				
3.3	Request previous X-rays and ensure contents of x-ray packet correct on receipt.				
3.4	Distribute patient mail, send facsimiles and complete ward photocopying.				
3.5	Order stationery and Laboratory supplies and prepare repair requisitions as required.				
3.6	Liaise with Shift Co-ordinator and Menu Maid re diets.				
4.0	OTHER DUTIES	D	5		
4.1	Participate and assist in Quality Improvement activities as required.				
4.2	Liaise with other staff members as necessary to effect Ward Clerk duties.				
4.3	Other duties as directed by the Clinical Manager Surgical Ward.				
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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.				

Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually

WA Country Health
Service – GOLDFIELDS

30 November 2016

REGISTERED
Job Description Form

TITLE	Clerk D Ward	POSITION NO	601040
		CLASSIFICATION	HSO Level G2

Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated accurate data entry and clerical skills.
2. Excellent communication and interpersonal skills with a quality customer service focus.
3. Ability to work efficiently in a team environment and with minimal supervision.
4. Demonstrated organisational skills.
5. Ability to understand the need for and maintain confidentiality.

DESIRABLE

1. Knowledge and skills in computer applications.
2. Previous experience in a hospital (or similar) clerical environment.
3. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	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 Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
Specialised equipment operated	Personal Computer		

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Operations Manager

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

