



North Metropolitan Health Service
Job Description Form

HSS Registered

Medical Employment Services Officer
Health Salaried Officers Agreement G4
Position Number: 004575
Medical Administration
Sir Charles Gairdner Hospital and Osborne Park Care Group

Reporting Relationships

Deputy Executive Director, Medical Services
 SMP Year 1-9
 Position Number:004879



Senior Medical Employment Services Officer
 HSO G5
 Position Number: 005912



This Position



← Also reporting to this supervisor:

- Medical Employment Services Officer G4
- Administrative Assistant G2 1FTE

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

Prime Function / Key Responsibilities

Provides comprehensive and confidential administrative support to the Medical Employment Services Team. Prepares contracts ensuring compliance with Agreement conditions and Health Service Policies. Provides support in the areas of recruitment, visas, registrations, and management of the leave relief roster.

Brief Summary of Duties

1. General Administrative Support

- 1.1 Provide administrative support to Senior Medical Employment Services Officers to assist with recruitment, contracts, on boarding, leave management, visas and registrations of medical staff.
- 1.2 Liaise with senior medical staff and heads of specialties and other health services concerning medical administrative processes.

2. Contracts

- 2.1 Drafting of medical contracts as directed by Senior Employment Services Officer.
- 2.2 Processing contract renewals, including sending reminders and follow ups to departments.
- 2.3 Maintaining and updating the Medical Staff placement List for SCGH and peripheral sites.

3. Leave Management.

- 3.1 Coordinate and respond to leave requests or payroll queries from junior medical staff in accordance with the relevant AMA Industrial Agreement.
- 3.2 Maintain leave application data for auditing purposes.
- 3.3 Monitors and maintains incoming leave and travel applications for junior medical staff via the email system.
- 3.4 Processes, monitors and approves leave applications and arranges for appropriate relief cover in accordance with hospital's leave policy, guidelines and award conditions.
- 3.5 Develops and maintains effective working relationships with junior medical staff and other key stake holders including Medical Administration units at peripheral hospitals, Consultants and the Executive Medical Director in relation to the provision of relief cover.
- 3.6 Co-ordinates and maintains leave relief roster electronically and notifies relevant departments, peripheral hospitals, affected doctors and updates information on SCG Servio.
- 3.7 Arranges leave cover for JMO's including sick, emergency leave and maternity leave and ensures leave forms are completed as required.
- 3.8 Co-ordinates and issues the SCG hospital wide overnight rosters (after hours and Weekend).
- 3.9 Liaises with Health Support Services (HSS) regarding leave queries for junior medical staff.
- 3.10 Assists and advises Heads of Departments, Junior Doctors and staff regarding leave applications and rosters in accordance with the AMA award and departmental operations.

4. Registrations and Visas

- 4.1 Ensure all medical staff have appropriate qualifications, valid registration and visa approvals to be employed by SCGOPHG and that such records are maintained.
- 4.2 Responds to incoming enquiries regarding AHPRA/Medical Board of Australia registrations and visas for doctors employed by SCGOPHG (or potential employees of).
- 4.3 Liaises with other hospitals and health services regarding registration of medical practitioners and visas for overseas doctors employed by SCGOPHG.
- 4.4 Liaises with external agencies (e.g. AHPRA, Department of Immigration and Border Protection) regarding SCGOPHG appointments of medical practitioners.
- 4.5 Liaises with Australian Medical Council and Colleges for AHPRA/Medical Board of Australia registration and visa purposes including approval of training programs for recognition of overseas qualifications.
- 4.6 Processes and follows up all registration applications to AHPRA/Medical Board of Australia and visas/sponsorships including obtaining and providing all required documentation.
- 4.7 Maintains databases for doctors' visas and medical board registrations.
- 4.8 Conducts annual audit of AHPRA/Medical Board of Australia registrations and visas for all medical staff.
- 4.9 Provides statistical information and reports as required.
- 4.10 Undertakes other administrative duties as directed.

5. NMHS Governance, Safety and Quality Requirements

Medical Employment Services Officer | Level G4 | 004575

- 5.1 Participates in the maintenance of a safe work environment
 - 5.2 Participates in an annual performance development review.
 - 5.3 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.
 - 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
 - 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
 - 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 6. Undertakes other duties as directed.**

Work Related Requirements

Essential Selection Criteria

1. Experience in the delivery of administration in a complex multidisciplinary environment.
2. Highly developed verbal and written communication skills with demonstrated high level of attention to detail and professional presentation of work.
3. Demonstrated effective organisational and time management skills and the ability to organise and prioritise tasks, work effectively under pressure and meet deadlines with minimal supervision.
4. Ability to work as an effective team member and provide a customer-focused service.
5. Demonstrated high level of initiative, conceptual and problem solving skills.
6. Well-developed consultation, liaison, interpersonal and negotiation skills including the demonstrated ability to apply these skills when working with people at all levels.
7. Highly developed word processing and computer literacy skills, including demonstrated experience using Microsoft Office applications, i.e. Word, Excel and Outlook.

Desirable Selection Criteria

1. Previous experience in Medical Administration and/ or in a Hospital environment.
2. Knowledge of Human Resource Information Systems e.g. Lattice.
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

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: