



HSS REGISTERED

Medical Workforce Officer
Health Salaried Officers Agreement: HSO Level G4
Position Number: 114371
Medical Workforce/ Clinical Services
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships

Deputy Director Clinical Services
 Fiona Stanley Fremantle Hospital Group
 Position Number: 110280



Manager Medical Workforce
 Level G8
 Position Number: 000440



This Position



Directly reporting to this position:

Title	Classification	FTE
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- ← Also reporting to this supervisor:
- Senior Medical Workforce Officers Level G6; 3.0FTE
 - Medical Workforce Officers Level G4; 5.6 FTE
 - Credentialing Officer Level G6; 1.0 FTE
 - Medical Workforce Support Officers Level G3; 2.0FTE
 - Medical Workforce Administrative Assistant Level G2; 1.0FTE

Key Responsibilities

Provides HR, administration and payroll/rostering support to Fiona Stanley Fremantle Hospital Group (FSFHG) Medical Workforce in relation to AHPRA registration, Onboarding, Rostering, Rostering system processing, Payroll/Leave, Industrial advice, Customer Service and ongoing compliance monitoring and reporting.

Brief Summary of Duties

1. Administration

- 1.1. Provide HR/administrative support to Manager Medical Workforce (or delegates) to assist with recruitment, on boarding, rostering and payroll of medical staff.
- 1.2. Liaise with senior medical staff, heads of specialties/service, Health Support Services (HSS), Deputy Director Clinical Services, Manager Medical Workforce and other health services concerning rosters, roster changes, industrial requirements and associated compliance matters.
- 1.3. Facilitate rosters including leave relief for junior medical staff across Fiona Stanley Fremantle Hospital Group (FSFHG) as well as medical staff seconded to Primary Placement Health Services e.g. Rockingham General Hospital; and other sites e.g. Peel Health Campus, St John of God Hospital/s.
- 1.4. Coordinates and undertakes the entry of department rosters (including after-hours/out-of-hours rostering) for all sites within the Primary Employing Health Service (PEHS) into the rostering system (RoStar), including appropriate shifts are cost allocated as relevant.
- 1.5. Processes extended hours, overtime, recall/call back, shift swap/roster swap forms, including the assigning system codes as required.
- 1.6. Processes amendments each fortnight based on Payroll Exception and Variance reports.
- 1.7. Coordinate and respond to requests and queries from junior medical staff within the PEHS in accordance with the relevant AMA Industrial Agreement of the time (eg. Overtime, payroll, leave, etc).
- 1.8. Maintain leave and other data for auditing and reporting purposes.
- 1.9. Ensure all medical staff have valid registration to be employed, rostered and paid by FSFHG and that these records are maintained.
- 1.10. Responds to incoming enquiries regarding employment, terminations, staff movements, Industrial matters, payroll, rostering, AHPRA/Medical Board of Australia registrations and visas for doctors employed by FSFHG (plus applicants or potential employees).
- 1.11. Liaises with other hospitals and health services regarding registration and other employment or pay related matters, for doctors/medical officers employed by FSFHG.
- 1.12. Liaises with external agencies (e.g. AHPRA, Colleges, Medical Board, Dept of Immigration, Dept of Health) regarding FSFHG appointments, training programs and recognition of overseas qualifications of medical practitioners.
- 1.13. Maintains databases, provides statistical information and reports as required.
- 1.14. Conducts annual audit of AHPRA/Medical Board of Australia registrations for all medical staff.
- 1.15. Undertakes other administrative duties as directed.

2. SMHS 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, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6. 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.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated extensive experience in an HR/ Payroll/Medical Workforce/intermediate-level administrative type role.
2. Highly developed verbal and written communication skills with demonstrated high level of attention to detail and professional presentation of work.
3. Well-developed consultation and interpersonal skills including the demonstrated ability to apply these skills when working with internal and external stakeholders.
4. Demonstrated effective organisational and time management skills, including the ability to coordinate and prioritise competing issues, and the ability to work under pressure and meet deadlines with minimal supervision.
5. Ability to work as an effective team member and provide a customer-focused service.
6. Highly developed word processing and computer literacy skills, including demonstrated experience using Microsoft Office applications e.g. Word, Excel, Outlook.

Desirable Selection Criteria

1. Previous experience in Medical Workforce, Human Resources and/or rostering.
2. Previous experience in a hospital/tertiary health environment.
3. Knowledge of a computerised human resource information system e.g. HRIS.
4. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on 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 or HE Number Date
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..... Dept. / Division Head Name Signature or HE Number Date
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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			

HCN Registration Details

..... Created on Last Updated on 20/2/17 HE131744
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