



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601043
Division:	Operations	Title:	Clerk - Theatre
Branch:	Theatre	Classification:	HSO Level G2
Section:	Wards/Reception	Award/Agreement	WA Health – HSUWA – PACTS Industrial Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible
To

Title:	Operations Manager
Classification:	HSO Level G11
Position No:	607939



Responsible
To

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



This
position

Title:	Clerk - Theatre
Classification:	HSO Level G2
Position No:	601043



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title

601036 – Medical Records Clerk
601037 – Ward Clerk Medical
601039 – Ward Clerk Maternity
601040 – Ward Clerk Surgical
601041 – Ward Clerk HDU/Emergency
601042 – Ward Clerk Paediatrics
601044 - Visiting Specialist/Outpatients Clerk
601119 – Clerk Doctors Accounts
601403 – Clerical Relief Casual
601513 – Medical Records Clerk
601534 – Clerical Assistant Relief

Positions under direct supervision:

Position No.	Title
Nil	

← Other positions under control:

Category	Number
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Section 3 – KEY RESPONSIBILITIES

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

**WA Country Health Service –
GOLDFIELDS**

16 March 2017

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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.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	ADMINISTRATIVE SUPPORT	D	45
1.1	Liaise with medical, nursing, TSSU staff and Wards regarding operation lists and theatre changes to ensure the smooth and efficient timing of booked and emergency operations.		
1.2	Organise patient movement to Theatre, which involves sending for theatre patients and Orderly liaison.		
1.3	Collect, control and direct distribution of messages, notes, medical records, x-rays, patient labels and test results for medical and nursing staff in theatre areas.		
1.4	Liaise with nursing staff, orderlies, auxiliary staff and general public in regard to enquiries pertaining to patients in theatre.		
1.5	Locate medical, nursing and TSSU staff when required.	D	45
2.0	CLERICAL DUTIES		
2.1	Provide clerical support for Theatres including reception duties, telephone interception and liaison duties.		
2.2	Receive theatre booking requests and records patient and operation details for review by Clinical Manager.		
2.3	Liaises with Hospital Coordinator on procedural matters with respect to Theatre bookings.		
2.4	Liaise with Surgeons' offices regarding bookings policy and procedure and behalf of Clinical Manager, Theatre suite.		
2.5	Generate operating lists on computer, update and collate for Theatres, Wards and relevant departments. Check patient details on Patient Master Index.		
2.6	Collate and accurately enter theatre, anaesthetic and managerial statistics.		
2.7	Receive surgical bookings and transcribe onto operation sheet.		
2.8	Maintain stationery supplies and order as necessary.		
2.9	Photocopy various documents as requested by Theatre Clinical Manager.		
2.10	Qx Surgical Audit data entry.	D	10
3.0	OTHER DUTIES		
3.1	Participate and assist in Quality Improvement activities as required.		
3.2	Liaise with other staff members as necessary to effect Ward Clerk duties.		
5.2	Other duties as directed by the Clinical Manager Theatre.		
	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.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated word processing and clerical skills.
2. Excellent communication and interpersonal skills.
3. Ability to work as part of a team 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

