



HSS Registered

Relief Clerk
WA Health – HSUWA - PACTS Industrial Agreement: Level G2
Position Number: 111466
Health Information Service
Armadale Health Service/East Metropolitan Health Service

Reporting Relationships

Manager Patient Information Service
 Level G-7
 Position Number: 113327



Clerical Coordinator
 Level G-5
 Position Number: various



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Various Level G-2 and G3 positions

Key Responsibilities
 To provide leave relief cover for clerical positions within the Emergency Department across all shifts and days.

Brief Summary of Duties (in order of importance)

1. Health Information Duties

- 1.1. Relieves Clerical and Administrative positions within the Patient Information Service for annual, sick and unplanned leave as approved by the Clerical Coordinator and arranged on the leave roster.
- 1.2. Undertakes all duties and responsibilities of the specific position as described on the relevant job description form.
- 1.3. Maintains skill levels appropriate to the clerical positions within the Patient Information Service.
- 1.4. Trains new / relief staff or work experience students as required.
- 1.5. Liaise as necessary with colleagues.
- 1.6. Attend team meetings.
- 1.7. When not rostered to relieve:
 - Assist with the workload of clerical staff within Patient Information Service as identified by the Clerical Coordinator.
 - Update skills and knowledge relevant to upcoming leave relief as required

2. EMHS 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, East 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. Previous clerical experience in a health service environment.
2. Accurate data processing/keyboard skills and previous experience with computerised patient information systems (ie. TOPAS).
3. Demonstrated high level of interpersonal and communication skills in both verbal and written.
4. Demonstrated initiative and flexibility to undertake duties with minimum supervision.
5. Ability to adapt to a changing environment.
6. Demonstrated ability to work under pressure.
7. Ability to maintain confidentiality.

Desirable Selection Criteria

1. Knowledge of medical terminology.
2. Knowledge of medical record procedures.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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	Signature or	HE Number	Date
Naomi Sopi		He21616	28/4/17
Dept. / Division Head Name	Signature or	HE Number	Date

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 (to be completed by HSS)

Created on	28/11/2016	Last Updated on	April 2017 he74118
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