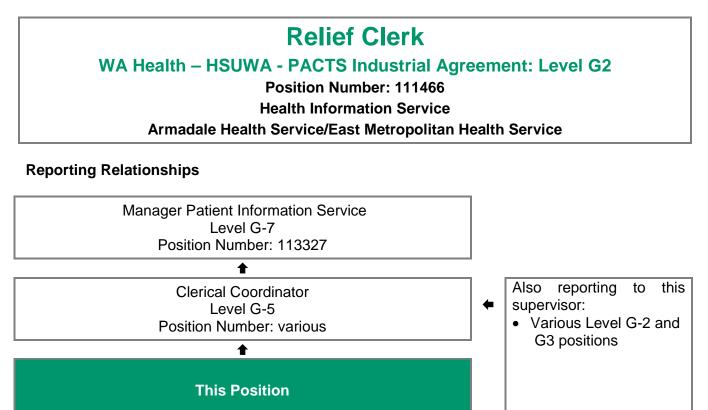




### **HSS Registered**



 Directly reporting to this position:

 **Title** 

 • Nil

#### **Key Responsibilities**

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

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# **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.
  - o 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 childrelated 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.

Naomi Sopi		Signature	or	HE Number	Date
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Dept. / Division Head Name		Signature	or	HE Number	Date
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