



## HSS Registered

# Ward Clerk

**Health Salaried Officers Agreement: Level G-2**

**Position Number: 603086**

**EMHS Youth Unit (EMyU)**

**Bentley Health Service / East Metropolitan Health Service**

## Reporting Relationships

Manager Health Information Management Services  
HSO Level G-9



Coordinator Health Information Management Services  
HSO Level G-5



**This Position**



Directly reporting to this position:

Title	Classification	FTE



Also reporting to this supervisor:

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## Key Responsibilities

Responsible for the provision of ward clerical services, reception duties and medical record maintenance including receiving and processing all direct/indirect admissions and discharges for the ward.

## Brief Summary of Duties (in order of importance)

### 1. Clerical Duties

- 1.1 Responsible for the provision of ward clerical services, reception duties and medical record maintenance including receiving and processing all direct/indirect admissions and discharges for the ward.
- 1.2 Coordinates the wards daily administrative requirements including meal lists and physical resources where necessary.
- 1.3 Screens incoming correspondence, inter hospital, public and private via phone and in person and directs queries to appropriate personnel.

### 2. Medical Record Duties

- 2.1 Liaises with shift coordinator and advises relevant medical staff of patient admission details.
- 2.2 Maintains timely and accurate patient related data relating to admission transfers, discharges and bed availability for the ward. Waitlists patient appointments and admits patients as required.
- 2.3 Receives patients to the ward, allocates bed in conjunction with Bed Allocations, and ensures patient data are complete and correct. Updates and maintains the Patient Administration System for the ward. Makes same day notification of admission to patient's GP by facsimile transmission.
- 2.4 Maintains suitable medical and other record tracking systems including completion of the interim/final discharge summary and clinical classification forms.
- 2.5 Inputs and retrieves record information using Patient Information systems, including movements related to episodes of care changes. Files and uptakes data entry to relevant database in keeping with policies and guidelines.
- 2.6 Accepts all relevant patient reports, laboratory test results, correspondence, referrals and x-rays for doctor's rounds, theatre procedures, clinical meetings and emergencies.
- 2.7 Interviews patients relating to Unclassified Admissions, Private Patient Scheme, Compensable Patient Scheme and Reciprocal Arrangement Scheme operating within the Hospital and updates inpatient status and notifies consultant or relevant person of same.
- 2.8 Ensures receipt of patients' medical record and dispatch all patient records via computer and electronic tracking system. Maintains and ensures security and confidentiality of the medical record during admission, and facilitates timely completion of summary and coding on discharge.

### 3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 4. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated experience in the provision of a confidential effective and efficient clerical/administrative service.
2. Good interpersonal, verbal and written communication skills with ability to liaise effectively with clients and staff at all levels.
3. Demonstrated initiative and flexibility to undertake duties without direct supervision.
4. Demonstrated ability to effectively organise and prioritise activities to meet deadlines.
5. Demonstrated experience in the use of keyboards/personal computer software applications including proficiency with 'Windows' based word processing and database software.

### Desirable Selection Criteria

1. Previous clerical experience in a health care environment
2. Knowledge of medical terminology.
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 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 (to be completed by HSS)

Created on	July 2017	Last Updated on	5/4/2018: HE152179
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