



HSS Registered

Medical Workforce Officer
Health Salaried Officers Agreement: Level G4

Position Number: 600799

Medical Workforce / Clinical Services

Royal Perth Bentley Group / East Metropolitan Health Service

Reporting Relationships

Manager Medical Workforce
Award Level: G8
Position Number: 601976



Senior Medical Workforce Officer (Interns and RMOs)
Award Level: G6
Position Number: 104966



This Position



Directly reporting to this position:

Title	Classification	FTE
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Also reporting to this supervisor:
• Medical Workforce Support Officer

Key Responsibilities

Provides comprehensive and confidential administrative support to the Medical Workforce Department undertaking duties in relation to rostering and leave for junior medical practitioners and visa and Medical Board registration for junior and senior medical practitioners. Participates in the development of Medical Employment Services standards and policies.

Brief Summary of Duties (in order of importance)

1. Administrative

- 1.1 Provide ongoing advice and assistance to management and medical staff on human resource, payroll and administrative matters in conjunction with Senior Medical workforce Officers and Manager Medical Workforce.
- 1.2 Liaise with senior medical staff and heads of specialties and other health services concerning rosters and roster changes for medical officers.
- 1.3 Perform all duties associated with the rostering application (RoStar) within appropriate timeframes to ensure medical staff receive accurate payment on a fortnightly basis.
- 1.4 Facilitate cover for junior medical staff across RPH as well as medical staff seconded to Principal Placement Health Services e.g. Armadale Hospital & St John of God Midland Public Hospitals.
- 1.5 Assists with a broad range of human resource functions including recruitment, appointment and separation of medical staff.
- 1.6 Coordinate and respond to leave requests from junior medical staff in accordance with the relevant AMA Industrial Agreement.
- 1.7 Maintain leave application data for auditing purposes.
- 1.8 Ensure all medical staff have appropriate qualifications, valid registration and visa approvals to be employed by RPH. These details must be maintained on doctor's personnel records including on the Human Resource Information System (HRIS), Junior Doctor Data Base and Consultants Data Base.
- 1.9 Maintains and submits JMO payroll/allocation spreadsheets to HSS as advised by Senior Medical Workforce Officer.
- 1.10 Responds to all incoming enquiries regarding AHPRA/Medical Board of Australia registrations and visas for doctors employed by RPH (or potential employees of).
- 1.11 Liaises with other hospitals and health services regarding registration of medical practitioners and visas for overseas doctors employed by RPH.
- 1.12 Liaises with external agencies (e.g. AHPRA, Department of Immigration) regarding appointment of medical practitioners.
- 1.13 Processes and follows up visas/sponsorships for overseas medical staff employed by RPH.
- 1.14 Liaises with Australian Medical Council and Colleges for AHPRA/Medical Board of Australia for registration and visa purposes including approval of training programs for recognition of overseas qualifications.
- 1.15 Maintains databases for RPH doctors' visas and medical board registrations.
- 1.16 Processes and follows up all registration applications to AHPRA/Medical Board of Australia and visa sponsorship including obtaining and providing all required documentation.
- 1.17 Conducts annual audit of AHPRA/Medical Board of Australia registrations and visas for all medical staff.
- 1.18 Provides statistical information and reports as required.
- 1.19 Undertakes other administrative duties as directed.

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. High level of experience in a multi-discipline administrative role.
2. Highly developed oral and written communication skills.
3. Highly developed consultation, negotiation, conflict resolution and interpersonal skills including the demonstrated ability to apply these skills when working with people at senior / executive levels.
4. Excellent organisational and time management skills.
5. A demonstrated high level of attention to detail and professional presentation of work.
6. Computer literacy and experience in using Microsoft Office applications e.g. Word, Excel, Outlook.
7. Ability to work as an effective team member and provide a customer-focused service.

Desirable Selection Criteria

1. Relevant tertiary qualification.
2. Previous experience in Medical Workforce administration including rostering.
3. Current knowledge and commitment to Equal Opportunity in all aspects of 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
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			

HSS Registration Details (to be completed by HSS)

Created on 09/01/2017	Last Updated on December 2018
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