



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	615388
Division:	Pilbara	Title:	Team Leader Medical Records
Branch:	Nickol Bay Hospital	Classification:	HSO Level G-3
Section:	Administration	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table border="1"> <tr><td>Title:</td><td>Business Manager</td></tr> <tr><td>Classification:</td><td>HSO Level G-6</td></tr> <tr><td>Position No:</td><td>608097</td></tr> </table>	Title:	Business Manager	Classification:	HSO Level G-6	Position No:	608097
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Responsible To	<table border="1"> <tr><td>Title:</td><td>Coordinator Administration</td></tr> <tr><td>Classification:</td><td>HSO Level G-5</td></tr> <tr><td>Position No:</td><td>615384</td></tr> </table>	Title:	Coordinator Administration	Classification:	HSO Level G-5	Position No:	615384
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OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Customer Service Assistant/s
Administration Assistant
Medical Secretary/s

Positions under direct supervision:	← Other positions under control:						
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>400231</td> <td>Administration Assistant</td> </tr> </tbody> </table>	Position No.	Title	400231	Administration Assistant	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> </tbody> </table>	Category	Number
Position No.	Title						
400231	Administration Assistant						
Category	Number						

Section 3 – KEY RESPONSIBILITIES

Responsible for planning, directing, recruiting and coordinating medical records team within Nickol Bay Hospital. Coordinates and manages the FOI/ROI processes at the site.

WA Country Health Service

7th December 2017

REGISTERED

TITLE	Team Leader Medical Records	POSITION NO	615388
		CLASSIFICATION	HSO Level G-3



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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	SUPERVISORY		
1.1	Coordinate the culling, registering, archiving and destruction of medical records within the medical records department		40%
1.2	To assist all West Pilbara sites with information and/or administrative support to complete regular archiving processes in consultation with Administration Coordinator		
1.3	Assist Regional Health Information Manager (RHIM) with implementation of new policies and procedures		
1.4	Monitor the efficiency of the clerical support systems within the Medical Records department		
1.5	Supervise the Medical Records clerical staff under the guidance of the Administration Coordinator		
1.6	Assist the Administration Coordinator with the provision of orientation, in-service training and education sessions of department staff		
1.7	Coordinate preparation for the clinical coder attendances		
2.0	ADMINISTRATION		
2.1	Manage the release of Freedom of Information (FOI), Release of Information (ROI) and Order of Law (OOR) requests in accordance with WACHS and Health Department policies and procedures		40%
2.2	Develop and maintain the Medical Records department induction package		
2.3	Type the agenda and minutes for medical records departmental meetings		
2.4	Check Doctor and pathology account invoices against hospital records where necessary		
2.5	Assist the Administration Coordinator in maintaining and updating the departmental policy and procedure manual		
3.0	OTHER		
3.1	Participate in Patient safety Quality improvement and OHS initiatives and activities Assist Medical Records department staff with collection storage and retrieval of patient information as required		20%
3.2	Relieve the Medical records and other administration staff as required		
3.3	Perform duties in accordance with WACHS policies and procedures		
3.4	Other duties as directed by the Administration Coordinator and other relevant line managers		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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 well-developed leadership and management skills working within a small team
2. Demonstrated ability to organise, plan, problem solve and prioritise duties whilst performing under pressure
3. Demonstrated knowledge and understanding of computerised Patient Administration Systems
4. Demonstrated ability to work flexibly within a team environment and with minimal supervision
5. Demonstrated knowledge of Freedom of Information, Request of Information and Order of Law legislation
6. Demonstrated well developed verbal and written communication skills

DESIRABLE

1. Demonstrated understanding and appreciation of cultural issues
2. Current knowledge and awareness of Equal Opportunity, Occupational Safety and Health Disabilities Services principles and practices.

Section 6 – APPOINTMENT FACTORS

Location	Karratha	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	District Allowance if applicable, Annual Leave Travel Concession if applicable, one week additional leave for above the 26 th Parallel, Air-conditioning subsidy if applicable 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 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

WA Country Health Service
7th December 2017
REGISTERED

Signature and Date: ___/___/___
Operations Manager – West Pilbara

WA Country Health Service
7th December 2017
REGISTERED

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

WA Country Health Service
7th December 2017
REGISTERED