

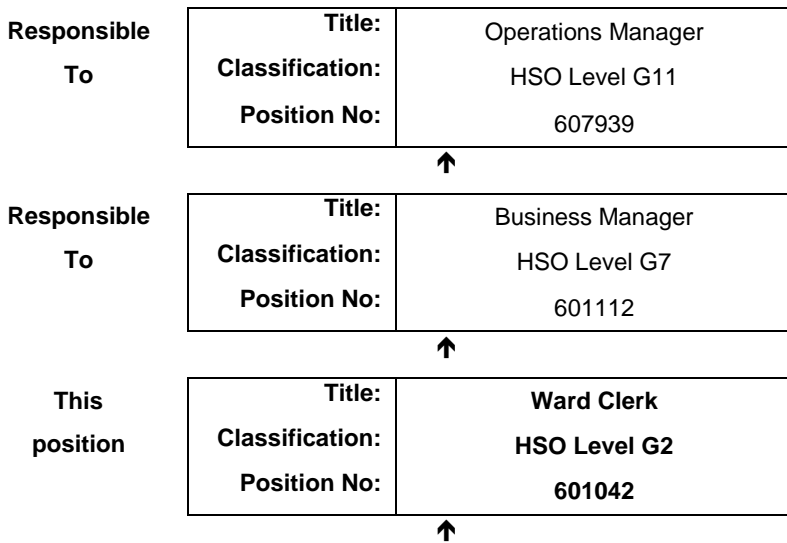


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	601042
<b>Division:</b>	Kalgoorlie Health Campus	<b>Title:</b>	<b>Ward Clerk</b>
<b>Branch:</b>	Operations	<b>Classification:</b>	HSO Level G2
<b>Section:</b>	Wards/Reception	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS



#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
601534 – Clerical Assistants Relief
601403 – Clerical Relief Casual
601032 – Admissions / Communications Officers
601513 – Medical Records Clerk
601119 – Clerk Doctors Accounts

Positions under direct supervision:	← Other positions under control:		
Position No.	Title	Category	Number
Nil			

### Section 3 – KEY RESPONSIBILITIES

To provide a clerical and liaison service to medical, nursing, allied health, hospital and support service staff, patients and visitors.

**WA Country Health Service –  
 GOLDFIELDS**

3 July 2018

**REGISTERED  
 Job Description Form**

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		CLASSIFICATION	HSO Level G2



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**

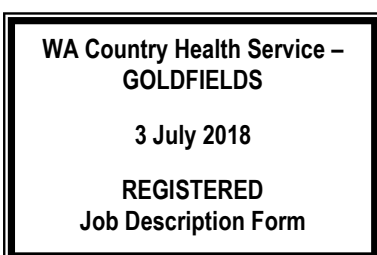
**Community** – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

**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.	%
<b>1.0</b>	<b>ADMISSION</b>	<b>D</b>	<b>40</b>
1.1	Receive patients attending for admission, admission documentation and medical records.		
1.2	Notify relevant nursing and/or medical staff of patient attendance.		
1.3	Verify admission documentation regarding patient classification and attending physician.		
1.4	File and maintain confidentiality of all medical results and reports relating to inpatient stay.		
1.5	Verify completeness of ward census printout, update computer details as required.		
1.6	Maintain Ward Register and bed boards.		
1.7	Arrange collection of pathology specimen request forms.		
1.8	Arrange appointments for inpatients requiring service(s) from Allied Health professionals.		
1.9	Collect signatures on Patient Election Form and other relevant admission documents.		
<b>2.0</b>	<b>DISCHARGE</b>	<b>D</b>	<b>40</b>
2.1	Verify completeness of discharge documentation and update manual and computerised records accordingly.		
2.2	Notify the Nurse Manager of patient discharges.		
2.3	Collate the current admission into correct filing sequence and file within the medical record.		
2.4	Arrange for crutches and other equipment.		
2.5	Arrange patient follow up appointments and transport when required.		
2.6	Prepare documentation for patients requiring transfer - photocopy/fax/x-rays.		
2.7	Arrange PATS for patients returning to outlying areas.		
<b>3.0</b>	<b>WARD MANAGEMENT</b>	<b>D</b>	<b>15</b>
3.1	Answer telephone, patient and general enquiries and direct visitors to appropriate areas.		
3.2	Prepare admission sets for future admissions.		
3.3	Request previous X-rays and ensure contents of x-ray packet correct on receipt.		
3.4	Distribute patient mail, send facsimiles and complete ward photocopying.		
3.5	Order stationery and Laboratory supplies and prepare repair requisitions as required.		
3.6	Liaise with Shift Co-ordinator and Menu Maid re diets.		
<b>4.0</b>	<b>OTHER DUTIES</b>	<b>D</b>	<b>5</b>
4.1	Participate and assist in Quality Improvement activities as required.		
4.2	Liaise with other staff members as necessary to effect Ward Clerk duties.		
4.3	Other duties as directed by the Clinical Nurse Manager.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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 word processing and clerical skills.
2. Excellent communication and interpersonal skills.
3. Ability to work as part of a team and with minimal supervision
4. Demonstrated organisational skills.
5. Ability to understand the need for and maintain confidentiality.

**DESIRABLE**

1. Knowledge and skills in computer applications.
2. Previous experience in a hospital (or similar) clerical environment.
3. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.

**Section 6 – APPOINTMENT FACTORS**

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> </ul>		
Specialised equipment operated	Personal Computer		

**Section 7 – CERTIFICATION**

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

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Operations Manager**

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

