



North Metropolitan Health Service
Job Description Form

HSS Registered

Medical Secretary
Health Salaried Officers Agreement: Level G2
 Position Number: 000735
 Breast Centre / Surgical Division
 Sir Charles Gairdner Hospital

Reporting Relationships

Administrative Officer
 Award Level: HSO Level G4
 Position Number:



Administrative Assistant
 Award Level: HSO Level G3
 Position Number: 003926



This Position



← Also reporting to this supervisor:

- Booking Clerk HSO Level G2, 1.0FTE
- Booking Clerk HSO Level G2, 0.8FTE
- Booking Clerk HSO Level G2, 0.4FTE

Directly reporting to this position:			Other positions under control
Title Nil	Classification	FTE	<ul style="list-style-type: none"> • Nil

Prime Function / Key Responsibilities

To provide a comprehensive and efficient secretarial and clerical service to the senior and junior medical staff of the Breast Centre. Provides reception, administrative and clerical support and deals with patient enquiries and bookings over the counter and by telephone. Maintains accurate and up-to-date computerised patient information systems.

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Brief Summary of Duties (in order of importance)

1. Clerical

- 1.1 NTS - Sending of received typing on Speech Exec to NTS for transcription - this entails transferring the dictation from the to-do list and placing them into the NTS folder under the Breast Centre tree. The typing before being sent needs to be converted to a different format for transcription.
- 1.2 Checking, proofreading and formatting of letters once they have returned from NTS. Print and send to doctors for signature and then mailing to the General Practitioners and Specialists and filing of letters when returned signed.
- 1.3 Typing of and formatting of urgent letters by doctors done apart from NTS/Speech Exec.
- 1.4 Liaises with General Practitioners and Specialists regarding patient letters, referrals and reports and faxes if appropriate.
- 1.5 Undertakes Departmental reception duties when needed, i.e. making and rescheduling patient bookings on Topas, Qdoc and Qplanner, answers telephone inquiries and initiates appropriate action.
- 1.6 Making up patient records for clinics when required.
- 1.7 Provides clerical and administrative support as required including:
 - Photocopies and organises documentation required for use in the Department.
 - Provide facilities support information to EMPAC as required.
- 1.8 Maintains and files paperwork into patient records for clinics when needed.
- 1.9 Receives and distributes departmental mail.
- 1.10 Maintains filing system for department's general correspondence and files paperwork at medical records.
- 1.11 Maintain and control stocks of stationery for the department, orders if the Administrative Assistant is not available.
- 1.12 Ordering and maintaining printed departmental forms from Reprographics.
- 1.13 Provides assistance to supervisor and clerical support for the Breast Centre.
- 1.14 Performs specified duties as assigned by the Administrative Assistant.

2. NMHS 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, North 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.

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Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience with computerised Hospital Patient Care System including TOPAS, Merits, Outpatient Direct and e-Referrals.
2. Demonstrated organisational and time management skills.
3. Demonstrated experience with multi-disciplinary medical terminology.
4. Demonstrated audio typing skills.
5. Proficient word processing skills.
6. Proven ability to work effectively as part of a team.

Desirable Selection Criteria

1. Previous clerical experience in a Health Care environment.
2. Previous experience of Qdoc and Qplanner for radiology bookings.
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/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: