



HSS Registered

Clerk (Filing Room)
Health Salaried Officers Agreement: Level G1/2
Position Number: 104371
Health Information Management Service
Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Manager HIMS
 HSO Level G9
 Position Number: 603139



Coordinator Filing Room
 HSO Level G5
 Position Number: 104468



Also reporting to this Co-ordinator

Filing Clerks: HSO Level G1/2	21
Senior Clerks: HSO Level G2	3
Relief Clerks: HSO Level G2	3
Documentation Clerk: HSO Level G2	2
Info Centre Clerk: HSO Level G2	2
Courier: HSO Level G1/2	1
Total FTE:	32

This Position



Directly reporting to this position:

Title	Classification	FTE
NIL		

Key Responsibilities
 Responsible for the maintenance, preparation, tracking and distribution of Royal Perth Hospital's Health Records.

Brief Summary of Duties (in order of importance)

1. Clerk (Filing Room)

- 1.1. Locates, retrieves and prioritises distribution of health records in response to routine and urgent requests.
- 1.2. Uses the Patient Administration System (PAS) computer system to maintain an accurate record of the status and location of the health records.
- 1.3. Prepares and maintains health records required for outpatient clinics, emergency attendances, booked admissions, audit / research and other authorised requests, ensuring that all relevant documents, reports correspondence and other paperwork is filed correctly.
- 1.4. Undertakes training for new staff in the Filing Room and associated locations.
- 1.5. Liaises with Hospital staff, other health services and members of the public requiring information via telephone, fax and Department reception window.
- 1.6. Arranges transportation of urgent records to and from other hospitals and the offsite storage facility.

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.
- 2.7. Participates in a continuous process to monitor, evaluate and develop services and performance.

3. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Good interpersonal and communication skills.
2. Proven skills in the use of keyboards and computerised systems.
3. Ability to work in a team environment.
4. Provide a customer focussed service.

Desirable Selection Criteria

1. Experience within a health care environment.
2. 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.

Gordan CVETKOSKI	Signature	or	HE05138	08/08/2018
Manager /			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	Last Updated on	August 2018
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