



HSS Registered

Medico-Legal Officer
Health Salaried Officers Agreement: HSO Level G3
Position Number: 104394
Medico-Legal Department / Clinical Operations
Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Director Medical Services
Award Level: MP Year 1-9
Position Number: 104971



Medico-Legal Claims Manager
Award Level: HSO G8
Position Number: 104388



This Position



Directly reporting to this position:

Title	Classification	FTE
Nil		

← Also reporting to this supervisor:

- Senior Medical Practitioners x2, 0.40fte
- Senior Medico-Legal Officer, HSO G6, 1.00 FTE
- Medico-Legal Officer, HSO G3, 1.00FTE

Key Responsibilities
 Provides an administrative / secretarial service for the provision of medico-legal, coroner and police matters.

Brief Summary of Duties (in order of importance)

1. Administrative Duties

- 1.1 Receives and processes all legal, coronial and police requests, this includes making sure all relevant information is received and if not, organising companies/police to provide it.
- 1.2 Liaises with Solicitors, Insurance companies, Coroner, Police and general public regarding requests, and any queries.
- 1.3 Assists hospital personnel including medical staff in work practises and procedures in relation to Medico-Legal Services.
- 1.4 Provides general administrative assistance to Medico-Legal Services including data entry, records maintenance, drafting correspondence and collating documentation.

2. Secretarial Duties

- 2.1 Uses hospital database to find medical record numbers, receives medical records into the section and keeps a record of all medical records held in Medico-Legal Services via the webPAS system.
- 2.2 Prepares bundles of records with Solicitors, Insurance Companies, Coroner and Police requests.
- 2.3 Prepares police statements and reports from the treating doctors' medical notes, types report/statement and delivers to relevant doctor for signature.
- 2.4 Types and edits (where appropriate and with the relevant medical authority) all legal letters and Police reports.
- 2.5 Photocopies typed legal letters, Coroner and police reports/statements and files reports in the relevant medical record and then posts original copies with correct receipt and tax invoice.
- 2.6 Correlates monthly statistics of Coroner, Police and legal reports for Manager Medico Legal Services.
- 2.7 Maintains database of all legal reports requests, Coroner requests and Police report requests.

3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to the role.
- 3.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience in providing high level secretarial and clerical services.
2. Proven knowledge of medical terminology and audio typing experience.
3. Demonstrated ability to work with minimal supervision.
4. Demonstrated interpersonal, written and verbal communication skills with the ability to liaise with all levels of staff.
5. Sound organisational skills including the ability to organise and prioritise workloads to meet deadlines.

Desirable Selection Criteria

1. Clerical/secretarial experience in a Hospital/Healthcare environment.
2. Knowledge of current hospital databases.
3. A general knowledge of court procedures and processes, including the Coroner's Court.
4. 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
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_____ Dept. / Division Head Name	_____ Signature	or	_____ HE Number	_____ Date
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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 _____	November 2018
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