



**HSS Registered**

# Freedom of Information Coordinator

**Health Salaried Officers Agreement: HSO Level G5**

**Position Number: 005790**

**Corporate Services / Freedom of Information Department**

**Armadale Kalamunda Group / East Metropolitan Health Service (EMHS)**

## Reporting Relationships

Executive Director Armadale  
Class 1  
Position Number: 602758



Corporate Officer  
HSO Level G6  
Position Number: 603053



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		



Also reporting to this supervisor:

- Freedom of Information Clerk; HSO Level G2; 0.5 FTE

## Key Responsibilities

Coordinates Freedom of Information (FOI) and Medico-Legal requests in accordance with the *Freedom of Information Act 1992* (the FOI Act), the *Mental Health Act 2014* (the MH Act) and the *WA Health Patient Confidentiality Policy*.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.

**Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## Brief Summary of Duties (in order of importance)

### 1. Freedom of Information

- 1.1 Coordinates all activities related to applications for access or amendments to documents, as required in accordance with the *Freedom of Information Act 1992* (the FOI Act) and the *Mental Health Act 2014* (the MH Act).
- 1.2 Consults with members of the general public and hospital staff in relation to application processes, confidentiality and release of information procedures in accordance with the FOI Act and patient confidentiality policies.
- 1.3 Makes recommendations on the release of information, for final authorisation by the hospital Decision Maker.
- 1.4 Liaises with the Health Service Executive Team on FOI and Medico-Legal issues.
- 1.5 Maintains statistical data related to all FOI requests and provides reports to the Office of the Information Commissioner and to the Hospital Executive Committee.
- 1.6 Coordinates annual review and updating of FOI Information Statement.
- 1.7 Develops and implements FOI / Medico-Legal information training sessions to raise awareness of processes with staff across the Armadale Kalamunda Group (AKG).
- 1.8 Ensures high level of patient confidentiality is maintained throughout the workplace, in accordance with AKG policies and guidelines and the FOI Act.

### 2. Medico-Legal

- 2.1 Coordinates all activities related to Medico-Legal requests for information including; subpoenas, coronial, summonses, search warrants and solicitor requests.
- 2.2 Coordinates all activities related to requests for patient information from other external agencies including; the Police, general practitioners, insurance companies, Department of Communities etc.
- 2.3 Coordinates the provision of patient medical certificates in liaison with clinical staff.
- 2.4 Liaises with legal services regarding the processing of coronial requests for information.

### 3. Policy and Procedure Review and Development

- 3.1 Plans and coordinates the implementation of FOI legislation across the AKG in accordance with the FOI Act.
- 3.2 Reviews and develops policies, guidelines and procedures in accordance with the FOI Act and government policies for the AKG.

### 4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

### 5. Undertakes other duties as directed

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

### Essential Selection Criteria

1. Working knowledge of and the ability to interpret the *Freedom of Information Act 1992*, *Mental Health Act 2014* and *WA Health Patient Confidentiality Policy*.
2. Highly developed interpersonal, verbal and written communication skills with the ability to effectively communicate with Senior Health Service staff and members of the general public.
3. Well-developed analytical and problem solving skills with the ability to make decisions in accordance with the relevant legislation and hospital policies.
4. Highly developed organisational skills with the ability to prioritise workload and adhere to strict deadlines whilst working autonomously.
5. Demonstrated ability to provide a customer focused service.
6. Demonstrated proficiency in using computer software packages (i.e. MS Outlook, Word, Excel etc.)

### Desirable Selection Criteria

1. Previous experience in a hospital environment with knowledge and understanding of medical record and patient confidentiality requirements.
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.

..... Manager / Supervisor Name	..... Signature or	..... 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	..... May 2019	