

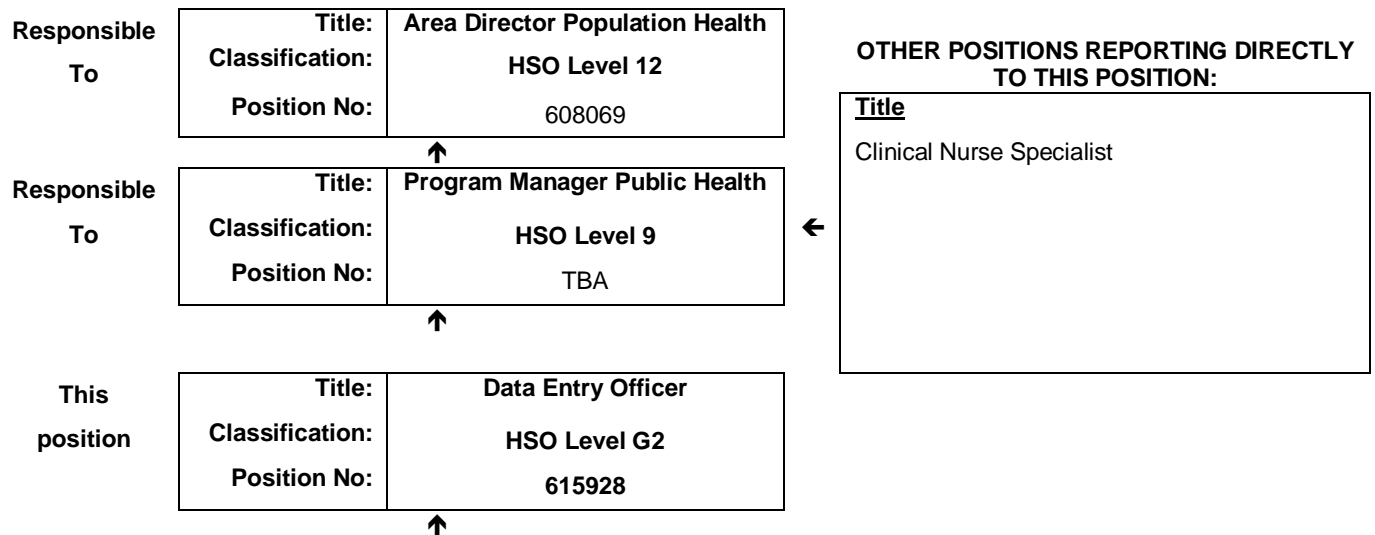


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Central Office		Position No:	615928
Division:	Health Programs	Title:	Data Entry Officer
Branch:	Population Health	Classification:	HSO Level G2
Section:	WA Rheumatic Heart Disease (RHD) Register and Control Program	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Position No.</td> <td style="width: 50%; text-align: center;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Category</td> <td style="width: 40%; text-align: center;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

Section 3 – KEY RESPONSIBILITIES

Maintains the content and integrity of the WA Rheumatic Heart Register and Control Program database.

Assist in the provision of effective administrative support to the Rheumatic Heart Disease (RHD) team.

WA Country Health Service – Central Office
05 September 2019
REGISTERED

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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

1. Improving the experience of health 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 – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	DATA ENTRY		40
1.1	Enters data on Rheumatic Heart Disease register, ensuring the accuracy and completeness of data.		
1.2	Enters disease notifications and updates data on WA RHD data base and cross references with other health applications.		
1.3	Providing access to RHD register for approved staff and assisting with training and help in use of register		
1.4	Liases with Health Service Providers staff throughout the State to update and improve systems relating to data collection and entry.		
1.5	Liases with internal and external stakeholders to ensure data integrity.		
1.6	Assists with RHD register data cleaning to ensure information on the register is accurate and up to date.		
2.0	REPORTS		30
2.1	Assists in preparation of statistical reports from databases, as directed by Rheumatic Heart Disease staff.		
2.2	Responds to data requests ensuring approval for releasing information is aligned with data disclosure guidelines and supported by the program Manager and data custodian.		
3.0	ADMINISTRATION		30
3.1	Assists the Administration Team within RHD in the provision of quality clerical and reception support, including answering telephones, preparation of meeting papers and other duties required by Line Manager or their delegate.		
3.2	Assists the clinical team with preparing, sourcing, disseminating and recording promotional merchandise.		
3.3	Provides administrative assistance to RHD team with preparing PowerPoints Presentations.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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. Experience in an administrative role with high volumes of data entry.
2. Well-developed interpersonal and communication skills, both written and verbal.
3. Demonstrated ability to organise and prioritise workloads and meet deadlines.
4. Demonstrated understanding of cultural factors that relate to Aboriginal Health and ability to maintain strict confidentiality.
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6. Ability to work independently and efficiently as part of a cohesive team.
7. High level of computer literacy and the ability to learn varied databases and software packages including MS Office.

DESIRABLE

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
2. Understanding of medical terminology.

Section 6 – APPOINTMENT FACTORS

Location	Perth	Accommodation	As per WACHS Accommodation Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance 		
Specialised equipment operated			

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: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

