



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	601037
<b>Division:</b>	Operations	<b>Title:</b>	<b>Clerk B Ward</b>
<b>Branch:</b>	Kalgoorlie Health Campus	<b>Classification:</b>	HSO Level G2
<b>Section:</b>	Medical Ward	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b> <b>Classification:</b> <b>Position No:</b>	Operations Manager HSO Level G11 607939
	↑	
<b>Responsible To</b>	<b>Title:</b> <b>Classification:</b> <b>Position No:</b>	Business Manager HSO Level G7 601112
	↑	
<b>This position</b>	<b>Title:</b> <b>Classification:</b> <b>Position No:</b>	<b>Clerk B Ward</b> <b>HSO Level G2</b> <b>601037</b>
	↑	

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<b>Title</b>
601534 – Clerical Assistant Relief
601403 – Clerical Relief Casual
601032 – Admissions / Communications Officer
601513 – Medical Records Clerk
601036 – Medical Records Clerk
601037/39/40/41/42/43 – Ward Clerk
601119 – Clerk Doctors Accounts
615455 – Ward Clerk
615784 – Revenue Enhancement Officer
615948 – Clinic Clerk

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table><tr><td>Position No.</td><td>Title</td></tr><tr><td>Nil</td><td></td></tr></table>	Position No.	Title	Nil		<table><tr><td>Category</td><td>Number</td></tr><tr><td></td><td></td></tr></table>	Category	Number		
Position No.	Title								
Nil									
Category	Number								

### Section 3 – KEY RESPONSIBILITIES

To provide an effective clerical and liaison service to Medical, Nursing, Allied Health, Hospital and Support Service staff, patients and visitors.

WA Country Health Service –  
GOLDFIELDS

13 December 2019

REGISTERED  
Job Description Form

TITLE	Clerk B Ward	POSITION NO	601037
		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 MISSION**

To deliver and advance high quality care for country WA communities

## **OUR VISION**

To be a global leader in rural and remote healthcare

## **OUR STRATEGIC PRIORITIES**

***Caring for our patients*** - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

***Addressing disadvantage and inequity*** - Delivering focussed and accessible services for those who need it most

***Building healthy, thriving communities*** - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

***Delivering value and sustainability*** - Ensuring that the services we provide are sustainable and we are transparent about our performance

***Enabling our staff*** - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

***Leading innovation and technology*** - Embracing innovation and technology to create a safer, more connected and equitable health system

***Collaborating with our partners*** - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

## **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.

WA Country Health Service –  
GOLDFIELDS

13 December 2019

REGISTERED  
Job Description Form

TITLE	Clerk B Ward	POSITION NO	601037
		CLASSIFICATION	HSO Level G2

#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>ADMISSION</b>	<b>D</b>	<b>40</b>
1.1	Receive patients attending for admission, admission documentation and medical records.		
1.2	Notify relevant nursing and/or medical staff of patient attendance.		
1.3	Verify admission documentation regarding patient classification and attending physician.		
1.4	File and maintain confidentiality of all medical results and reports relating to inpatient stay.		
1.5	Verify completeness of ward census printout, update computer details as required.		
1.6	Maintain Ward Register and bed boards.		
1.7	Arrange collection of pathology specimen request forms.		
1.8	Arrange appointments for inpatients requiring service(s) from Allied Health professionals.		
1.9	Collect signatures on Patient Election Form and other relevant admission documents.		
<b>2.0</b>	<b>DISCHARGE</b>	<b>D</b>	<b>40</b>
2.1	Verify completeness of discharge documentation and update manual and computerised records accordingly.		
2.2	Notify the Nurse Manager of patient discharges.		
2.3	Collate the current admission into correct filing sequence and file within the medical record.		
2.4	Arrange for crutches and other equipment.		
2.5	Arrange patient follow up appointments and transport when required.		
2.6	Prepare documentation for patients requiring transfer - photocopy/fax/x-rays.		
2.7	Arrange PATS for patients returning to outlying areas.		
<b>3.0</b>	<b>WARD MANAGEMENT</b>	<b>D</b>	<b>15</b>
3.1	Answer telephone, patient and general enquiries and direct visitors to appropriate areas.		
3.2	Prepare admission sets for future admissions.		
3.3	Request previous X-rays and ensure contents of x-ray packet correct on receipt.		
3.4	Distribute patient mail, send facsimiles and complete ward photocopying.		
3.5	Order stationery and Laboratory supplies and prepare repair requisitions as required.		
3.6	Liaise with Shift Co-ordinator and Menu Maid re diets.		
<b>4.0</b>	<b>OTHER DUTIES</b>	<b>D</b>	<b>5</b>
4.1	Participate and assist in Quality Improvement activities as required.		
4.2	Liaise with other staff members as necessary to effect Ward Clerk duties.		
4.3	Other duties as directed by the Business Manager.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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.		

Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually

**WA Country Health Service –  
GOLDFIELDS**

**13 December 2019**

**REGISTERED  
Job Description Form**

TITLE	Clerk B Ward	POSITION NO	601037
		CLASSIFICATION	HSO Level G2

## Section 5 – SELECTION CRITERIA

### ESSENTIAL

1. Demonstrated word processing and clerical skills.
2. Excellent communication and interpersonal skills.
3. Ability to work as part of a team and with minimal supervision.
4. Demonstrated organisational skills.
5. Ability to understand the need for and maintain confidentiality.

### DESIRABLE

1. Knowledge and skills in computer applications.
2. Previous experience in a hospital (or similar) clerical environment.
3. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.

## Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> <li>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre-Employment Health Assessment</li> <li>• Successful WA Health Integrity Check</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> </ul>		
Specialised equipment operated		Personal Computer	

## 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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Operations Manager**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Director**

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

