



North Metropolitan Health Service  
**Job Description Form**

**HSS REGISTERED**

**Administrative Assistant**  
**Health Salaried Officers Agreement: Level G3**  
**Position Number: 007785**  
**Physician Training / Post Graduate Medical Education / Corporate Medical Services**  
**Sir Charles Gairdner Hospital**

**Reporting Relationships**

Director of Post Graduate Medical Education  
 Award Level: MP Yr. 1-9  
 Position Number: 002150



Medical Education Officer  
 Award Level: HSO Level G6  
 Position Number: 000883



This Position



Also reporting to this supervisor:

- 



Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Prime Function / Key Responsibilities**

Provides high level administrative and secretarial support to the Director of Physician Education and Senior Registrar(s) involved with the examination and training preparation as well as assisting in the day-to-day running of Postgraduate Medical Education (PGME).

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

**1. Regular duties**

- 1.1 Provide administrative and secretarial support to the Director of Physician Education (DPE) and Senior Registrar (s) in order to ensure smooth running of the physician training programme at Sir Charles Gairdner Hospital by:
- 1.2 Acting as point of contact and resource person for all queries relating to Physician Training at SCGH and directing them onto the DPE or others as required.
- 1.3 Maintaining a diary for follow up appointments for the DPE with all Basic Physician Trainees (BPTs) and arranging these meetings accordingly.
- 1.4 Developing and maintaining a filing system for all meetings and progress reviews of the BPTs.
- 1.5 Acting as a support person for all BPTs.
- 1.6 Liaison with Consultant Staff and Trainees to maintain ongoing tutorial rosters.
- 1.7 Generating and emailing Continuing Medical Education reports for attendance at educational activities arranged for BPTs to all trainees based at SCGH towards the end of each term.
- 1.8 Maintaining records of trainees' College requirements eg ALS.
- 1.9 Undertaking any other work duties as directed by the DPE, Senior Registrar(s) and the Medical Education Officer.
- 1.10 Assisting with the day-to-day running of the Department of Postgraduate Medical Education (PGME).

**2. Duties during Clinical and Written Examination Preparation**

- 2.1 Assist the Senior Registrar(s) and the Medical Education Officer with the coordination of Clinical and Written examination preparation each year by:
- 2.2 Maintaining and coordinating examiner and trainee rosters.
- 2.3 Arranging regular meetings between DPE and all trainees.
- 2.4 Arranging for catering, HSAs, patient taxi vouchers or transport, security, room bookings etc.
- 2.5 Development and dissemination of examination programme or pack to all examiners and examinees prior to start of preparation.
- 2.6 Distributing the evaluation forms for the examination preparation to all trainees and collating the results.
- 2.7 Undertaking any other work duties as directed by the DPE, Senior Registrar(s) and Medical Education Officer.

**3. Duties during annual College Clinical Examination at Sir Charles Gairdner Hospital**

- 3.1 Liaison with DPE, Senior Registrar and Medical Education Officer to coordinate annual College Clinical examination at Sir Charles Gairdner Hospital.

**4. Information Technology**

- 4.1 Develop and manage data base of all details relating to mock exams and Annual College exam.
- 4.2 Assist DPE and SR in the development and maintenance of project data bases as required.

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### **5. Annual recruitment of BPTs to the training program at Sir Charles Gairdner Hospital**

5.1 Assist with the centralised annual recruitment of BPTs to the training program at SCGH by:

- Printing of applications.
- Cross checking of professional development/educational attendance with the Continuing Medical Education reports.
- Setting up interviews for the recruitment panel.
- Emailing out offers to successful applicants.
- Collating acceptance of offers.
- Liaising with Medical Workforce in regard to final numbers.
- Updating spreadsheet of new and current BPTs.

### **6. NMHS Governance, Safety and Quality Requirements**

6.1 Participates in the maintenance of a safe work environment.

6.2 Participates in an annual performance development review.

6.3 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.

6.4 Completes mandatory training (including safety and quality training) as relevant to role.

6.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.

6.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **7. Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Demonstrated extensive secretarial and administrative experience and skills.
2. Well-developed written and oral communication skills and proven ability to communicate effectively with range of senior and junior staff and external organisations.
3. Effective interpersonal skills and demonstrated ability to work independently under pressure and cooperatively as part of a team.
4. Well-developed keyboard skills and demonstrated ability to use Microsoft computer packages including Word, Excel, PowerPoint and Outlook.
5. Demonstrated analytical and organisational skills and ability to prioritise tasks, work effectively under pressure and meet deadlines
6. Experience in medical recruitment processes.

### **Desirable Selection Criteria**

1. Previous experience in a hospital or health care environment
2. Competence/experience in coordinating College of Physician examination preparation.
3. Previous experience assisting with the collation of data and the preparation of reports.
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/HE:  
Date:

### **Dept./Division Head**

Name:  
Signature:  
Date:

### **Position Occupant**

Name:  
Signature:  
Date: