



HSS Registered

Senior Clerk
Health Salaried Officers Agreement: Level G3
Position Number: 114382
Medical Imaging
Fiona Stanley Fremantle Hospital Group / Service 2

Reporting Relationships

Manager – Medical Imaging Administration and Workforce
 HSO Level G6
 Position Number: 114347



Clerical Supervisor
 HSO Level G4
 Position Number: 114347



This Position



Directly reporting to this position:

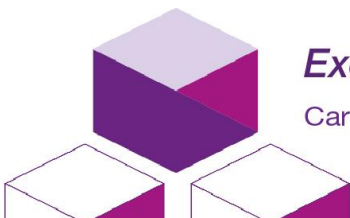
Title	Classification	FTE
• Title	Award; Level	FTE
• Title	Award; Level	FTE

← Also reporting to this supervisor:

- Booking Clerks, 19FTE
- Senior Clerks, 3FTE
- Medical Typist Coordinator, 1FTE
- Medical Typists 5FTE
- Clerical Supervisor, 1FTE
- Admin Assists 3.5FTE

Key Responsibilities

Responsible for the provision of clerical services to the Medical Imaging Department. Maintenance of appointment scheduling to facilitate patient attendance, training Booking Clerks and managing all Medicare billing requirements.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Administrative - 30%

- 1.1 Supervises the activities of the frontline clerical section within the Medical Imaging Department.
- 1.2 Ensures an effective and efficient service is provided.
- 1.3 Maintains new clerical systems and work practices
- 1.4 Liaises with Medical and non-medical staff, other hospitals, outside consultants and GP's in relation to distribution of images/reports.
- 1.5 Monitors the function of all relevant technology within the section and takes corrective action as required in liaison with other internal and external agents.
- 1.6 Implements new protocols based on quality control and service efficiency.
- 1.7 Orders and maintains adequate levels of non-medical equipment and stocks for the department.
- 1.8 Writes procedure manuals and ensure they are kept updated every 3 months.
- 1.9 Responsible for maintaining all Medical Imaging billing requirements.

2. HR Co-ordination – 60%

- 2.1 Supervises and supports clerical staff on a day to day basis in all aspects of work and ensures an effective and efficient service is provided at all times.
- 2.2 Organises the induction and training of clerical staff.
- 2.3 Responsible for the safety, quality and efficiency of clerical services in the Medical Imaging Department, including liaison with internal and external agencies to ensure services meet departmental and hospital needs.
- 2.4 Monitors and maintains compliance with policies and operational guidelines for clerical services.

3. General – 10%

- 3.1 Liaises with the Clerical Manager and Clerical Supervisor when necessary.
- 3.2 Performs duties in accordance with Fiona Stanley Hospital Policies and Procedures.
- 3.3 Other relevant duties as required by the Chief MIT.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment
- 4.2 Participates in an annual performance development review
- 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 Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Effective interpersonal and communication skills, both written and oral.
2. Ability to coordinate and implement training, education and promote the development of staff
3. Ability to provide a customer focussed and efficient service
4. Knowledge of medical terminology
5. Previous experience working with patient information and or booking systems
6. Commitment to continuous service improvement
7. Analytical and problem solving skills

Desirable Selection Criteria

1. Clerical experience relevant to Medical Imaging
2. Experience in Medicare billing
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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 _____	June 2020
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