



HSS REGISTERED

Freedom of Information Officer
Health Salaried Officers Agreement: HSO Level G3
Position Number: 000295
Integrity and Ethics
Fiona Stanley Fremantle Hospitals Group / South Metropolitan Health Service

Reporting Relationships

Manager Integrity and Ethics
 Award Level: HSO G10
 Position Number: 113311



FOI Coordinator
 Award Level: HSO G6
 Position Number: 114444



This Position



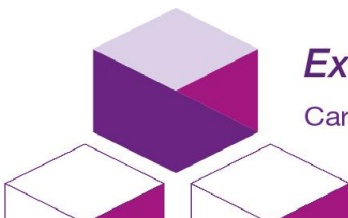
Directly reporting to this position: Nil

← Also reporting to this supervisor:

- FOI Officer, HSO G3, 1.0 FTE
- FOI Clerk, HSO G2, 0.4 FTE

Key Responsibilities

Coordinate the administration processes for freedom of information and release of information requests to ensure efficient and effective management and compliance with legislative requirements. Primarily based at Fiona Stanley Hospital, this role will also provide backfill / leave relief to the FH FOI Office as required. Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the South Metropolitan Health Service (SMHS) Vision of Excellent health care, every time, and Values of Care (Kaaradj), Integrity (Ngwidam), Respect (Kaaratj), Excellence (Beli-beli) and Teamwork (Yaka-dandjoo).



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Administration and Clerical duties

- 1.1 Assist with the case management of freedom of information (FOI) and release of information (ROI) requests.
- 1.2 Review FOI, ROI and legislative requests to identify information requirements.
- 1.3 Undertake a comprehensive search to locate all medical records including radiological and medical imaging, pathology reports, microfiche and any other relevant documents from specialised clinical databases and internal sources.
- 1.4 Ensure that all details relating to FOI and ROI requests are entered on the relevant database.
- 1.5 Download scan the medical records and save to allocated electronic folders.
- 1.6 Ensure all requests, correspondence and other documentation is filed electronically and kept up to date so that management and reporting requirements are met.
- 1.7 Prioritise incoming correspondence and undertake appropriate follow-up action.
- 1.8 Respond to telephone and email enquiries.
- 1.9 Liaise with external agencies to clarify the scope of their requests.
- 1.10 Utilise well-developed communication skills to manage requests for information and clarify scope of request.
- 1.11 Utilise word processing, spreadsheet and database tools in the preparation of reports and correspondence.
- 1.12 Ensure all confidentiality requirements are met.

2. SMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be considered in the context of the SMHS Vision and Values.

Essential Selection Criteria

1. Demonstrated well developed administrative and organisational skills, including the ability to use initiative, coordinate activities and solve problems.
2. Demonstrated ability to work within a team.
3. Demonstrated highly developed oral and written communication skills, including dealing with sensitive issues and maintaining strict confidentiality.
4. Demonstrated time management skills and ability to work within strict timelines.
5. Demonstrated highly developed interpersonal skills including the ability to liaise with all levels of staff members, internal and external stakeholders.
6. Demonstrated ability to use various IT software packages.

Desirable Selection Criteria

1. Knowledge of Freedom of Information Legislation and health information practices and procedures.
2. 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
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 November 2018	Last Updated on September 2020
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