



# Medical Administrator Pool – Selection Criteria

## Selection Criteria

You will be assessed on your ability to demonstrate the below key attributes:

1. Currently registered or eligible for registration with the Medical Board of Australia as a Medical Practitioner.
2. Fellowship of the Royal Australasian College of Medical Administrators or demonstrated progression towards attainment.
3. Health management experience including the ability to proactively plan, manage resources, influence change and team participation at a strategic level.
4. Knowledge of clinical governance within healthcare, including credentialing, scope of practice, clinical indicator management and safety and quality programs.
5. Demonstrated knowledge of professional issues and trends in the medical profession, with a focus on indigenous, rural and remote service delivery.
6. Demonstrated high level interpersonal, verbal and written communication skills, including negotiation and conflict resolution.
7. Current knowledge of legislative obligations including Equal Employment Opportunity, Disability Services, Occupational Safety and Health and Freedom of Information and how these impact on employment and service delivery.
8. Eligible for / or in possession of a current C or C-A Class drivers licence.

## Application Instructions

Applicants are advised to apply online via MedJobs position [11240](#) by providing the following documents:

1. **A statement addressing** above selection criteria listed on the attached Job Description Form.
2. **A detailed curriculum vitae** which summarised your experience and how you are able to meet the selection criteria listed above. **Please list your regional location(s) in order of preference.**

These documents should be complete and ready to attach prior to applying online. Please ensure you allow sufficient time to complete the online application process as you will be required to answer various questions and attach your documentation. It is preferable for your referee to be a current supervisor or manager.

Applicants must have a current, valid email address in order to apply online. This email address will be used for communication with applicants. If you experience difficulties while applying online, please contact [medjobswa@health.wa.gov.au](mailto:medjobswa@health.wa.gov.au)