



**HSS Registered**

**Ward Clerk**  
**Health Salaried Officers Agreement: Level G-2**  
**Position Number: 603451, 104564**  
**Health Information Management Service**  
**ROYAL PERTH HOSPITAL**  
**East Metropolitan Health Service**

**Reporting Relationships**

Manager HRMS  
 HSU Level 9  
 104459



Clerical Coordinator  
 HSU Level 5  
 104443



**This Position**



Directly reporting to this position: NIL

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

Also reporting to this supervisor:

- Title, Level, FTE  
Ward Clerks L2
- Relief Clerks L 2
- Ward Clerk – Quality Control L2
- DSU Ward Clerk L2

**Key Responsibilities**  
 Responsible for the provision of ward clerical services, reception duties, medical record maintenance. Provides a front-line service to the clients of the hospital and receives and processes all direct/indirect admissions/discharges for the ward

## EMHS Vision and Values

### Our Vision

*Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.*

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

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

1. Co-ordinates, without direct supervision, the daily administrative requirements of the ward. Liaises with medical, nursing, allied health and other hospital support services staff, patients and visitors to ensure effective functioning of the ward.
2. Responsible for implementation of relevant clerical procedures.
3. Accept telephone calls, transfer messages and enquiries of a clinical nature to medical, nursing and other ancillary staff.
4. Input and retrieve patient record information using the WebPAS system including movements related to episodes of care changes.
5. Maintain patient record including completion of the discharge summary and clinical classification forms.
6. Accept all relevant patient reports, laboratory test results, correspondence, referrals and x-rays for doctor's rounds, theatre procedures, clinical meetings and emergencies.
7. Maintain and file in a pre-determined order all relevant paperwork relating to patient stay/activities.
8. Arrange intra and inter hospital transfers/discharges of patients.
9. Interview patient's relating to Unclassified Admissions, Private Patient Scheme, Compensable Patient Scheme and Reciprocal Arrangement Scheme operating within the Hospital and update inpatient status and notify consultant or relevant person of same.
10. Liaise with Bed Management regarding the availability of beds ensuring patient bed movements are updated on the computer system (WebPAS).
11. Verify the discharge planning protocol has been followed prior to patient discharge.
12. Receive and dispatch all patient records via the WebPAS electronic tracking system.
13. Call relevant respond code/s as instructed by appropriate clinical personnel in Emergency situations.
14. Requisition of ward stationery.
15. Trains new and relief ward clerks and orientates new medical and nursing staff to the clerical requirements of the ward.
16. Complies with EMHS policies and procedures, EMHS Code of Conduct and other relevant legislation.
17. Performs other duties as directed.

### **EMHS Duties**

- Performs duties in accordance with relevant Occupational Safety and Health and Equal Opportunity Legislation.
- Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program Specific Policies and Procedures.
- Participates in a continuous process to monitor, evaluate and develop services and performance.
- Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Previous Clerical /Administration experience with a strong client / customer focused environment
2. Good interpersonal and communication skills, both oral and written; the ability to liaise effectively with clients and staff at all levels.
3. Proven skills in the use of keyboards, computer software applications and data bases
4. Ability to work as part of a team, able to be flexible, organise and prioritise clerical tasks with minimal supervision
5. Demonstrate ability to show initiative, exercise discretion, and maintain confidentiality

### Desirable Selection Criteria

1. Previous experience within a Health care environment
2. Demonstrated experience with a Patient Administration System (PAS)
3. 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

<b>The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.</b>			
<b>Vickie Swayne</b>		<b>HE19564</b>	<b>15/12/21</b>
<b>Manager / Supervisor</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>
<b>Dept. / Division Head Name</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>
<b>As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.</b>			
<b>Occupant Name</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			
<b>HCN Registration Details (to be completed by HSS)</b>			
<b>Created on</b>		<b>Last Updated on</b>	<b>20 December 2021</b>