

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Records and Medical Bookings Administrator
<b>Position Number:</b>	512875
<b>Classification:</b>	General Stream Band 2
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing – Statewide Mental Health Services, Correctional Health Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Assistant Director of Nursing
<b>Effective Date:</b>	January 2022
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Position Features:</b>	This position is based at the Risdon Prison Hospital, a high security area. The occupant will have regular daily contact with Prisoners in both the outpatient area, as well as inpatients within the strict confines of the hospital.

*Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

Maintain clinical/medical records according to contemporary standards of health information management including undertaking archival procedures in accordance with appropriate legislation.

Booking and managing medical appointments, liaising with Royal Hobart Hospital and other clinical/medical stakeholders

Provide administrative and clerical support to senior Correctional Health staff.

Liaise with Remand Centres across the State in relation to the management of Correctional Primary Health Medical Records.

## Duties:

1. Arrange and manage all external medical appointments for inmates across all prison facilities.
2. Liaise with hospitals, medical practices and correctional staff regarding external medical appointments to ensure prison transport is available.
3. Maintain clinical/medical records according to contemporary standards of health information management.
4. Input and retrieve patient record information into the Prison Health Pro (PHP) electronic medical records system.
5. Input and update the Department of Health (DoH) Tasmanian Health Client Index (THCI) numbers and current ID photos for all inmates on the Prison Health Pro (PHP) electronic medical records system.
6. Scanning of medical reports/letters/consents/requests into the PHP electronic medical records system.
7. Copy and forward medical files as necessary when release of information/consent is received from within the department and other stakeholders.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

Under the general direction and supervision of the Assistant Director of Nursing, Correctional Primary Health Services (CPHS), the Records and Medical Bookings Administrator is responsible for the management and maintenance of Correctional Health Medical Records and the provision of clerical support to the Assistant Director of Nursing CPHS. The Records and Medical Bookings Administrator is also responsible for:

- Planning and prioritising own workload to achieve defined results to meet deadlines
- Exercising reasonable care in the performance of duties consistent with Work Health & Safety legislation and maintaining client confidentiality at all times.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

A person nominated for this position must also satisfy a further criminal history check in accordance with the Director of Prison's Standing Orders established under the *Corrections Act 1997*.

Standing Order – Identification (ID) Cards and Visitor Passes 5.02 and Standard Operating Procedure – Tasmania Prison Service Identification (ID) Cards MH5.02.1.

A nominated person cannot be employed within Correctional Primary Health Services if excluded from entry to Tasmania Prison Service under the *Corrections Act 1997*.

## Selection Criteria:

1. Knowledge of or the ability to quickly acquire knowledge of health information file management procedures.
2. Skills and experience in clerical or administrative work.
2. Well developed interpersonal and communication skills with the ability to participate in a multi-disciplinary teamwork environment.
3. Ability to organise and prioritise work according to demand.
4. Computer skills and proficiency in the use of information systems preferably with exposure to a patient information system such as Prisoner Health Pro, Digital Medical Records (DMR) or Zirco Records Information.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).