

## ROLE DESCRIPTION

|  |   |
|--|---|
| <b>Role Title</b>                              | Ward Clerk  |
| <b>Classification Code</b>                     | AS02  |
| <b>Position Number</b>                         | P23559  |
| <b>Local Health Network</b>                    | Eyre and Far North Local Health Network Inc.  |
| <b>Hospital / Service / Cluster / RSS</b>      | Port Lincoln Health Service   |
| <b>Department/Section / Unit/ Ward</b>         | Corporate Service   |
| <b>Role reports to</b>                         | NUM – Operating Rooms   |
| <b>Role Created/ Reviewed Date</b>             | Reviewed March 2024   |
| <b>Criminal History Clearance Requirements</b> | <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups<br><input checked="" type="checkbox"/> DHS Working With Children Check (WWCC)<br><input type="checkbox"/> NDIS Worker Screening |
| <b>Immunisation Risk Category</b>              | Category B (Indirect contact with blood or body substances)<br><a href="#">Please click here for further information on these requirements</a>  |

## ROLE CONTEXT

### Primary Objective(s) of role:

The Ward Clerk is required to provide a general administrative support service pertaining to the management of clients/patients in a ward/unit/clinic and to facilitate communication within the ward/unit/clinic and to other services as required. Incumbents may be required to work in alternate administrative positions within the Nursing Department.

### Direct Reports:

No Direct Reports

### Key Relationships/ Interactions:

#### Internal

- > Clinical and Non-clinical employees
- > Level 3 Registered Nurses/Midwives and Director of Nursing and Midwifery
- > Medical Practitioners
- > Manager Patient Services

#### External

- > Consumers
- > Maintain relationships with Government or Non-Government Organisations

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Competing priorities with precedent being given to Nursing/Midwifery demands.
- > Work prioritization
- > Working over a 7-day roster.

### Delegations:

- > There are no Financial or Human Resource delegations associated with this position

### Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

### Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and Eyre and Far North Local Health Network Inc. values and strategic directions.

### General Requirements:

\*NB References to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > Work Health and Safety Act 2012 (SA) - maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Independent Commissioner Against Corruption Act 2012 (SA).
- > SA Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > Health Practitioner Regulation National Law (South Australia) Act 2010.
- > *Mental Health Act 2009 (SA)* and Regulations.
- > *Controlled Substances Act 1984 (SA)* and Regulations.
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health / EFNLHN policies, procedures, guidelines and standards.

### Confidentiality and Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Cultural Statement:**

Eyre and Far North Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Eyre and Far North Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**Special Conditions:**

\*NB Reference to legislation, policies and procedures includes any superseding versions

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- National Police Certificates must be renewed every 3 years thereafter from date of issue.
- Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met

## Key Result Area and Responsibilities

| Key Result Areas  | Major Responsibilities  |
|---|---|
| Provision of Clinical Administrative support to the Ward/Clinic/Unit  | <ul style="list-style-type: none"> <li>➤ Provision of general reception and administrative duties within the Ward/Clinic/Unit area.</li> <li>➤ Answering, screening and directing telephone enquiries using judgement in conveying appropriate information. Take clear and accurate messages and provide appropriate information to the intended recipient.</li> <li>➤ Organize inpatient and outpatient appointments as requested by Nursing Employees</li> <li>➤ Assisting with the Coordination and facilitation of hospital and Nursing/Home transfers, both country and metropolitan.</li> <li>➤ Coordinating travel and accommodation arrangements as directed.</li> <li>➤ Provide an efficient and effective administrative service to the ward/unit/clinic, including the ordering of consumables and stationary, high quality word processing and desktop publishing.</li> <li>➤ Provide assistance to other Nursing employees as required and/or requested</li> </ul> |
| Provision of an efficient administrative function.  | <ul style="list-style-type: none"> <li>➤ Provide an efficient and effective record and file management system.</li> <li>➤ Preparation of Medical records on admission and finalizing the same on discharge</li> <li>➤ Maintenance of records, including filing, and statistics as required within the ward/clinic/unit.</li> <li>➤ Provide direct support to middle managers and other employees as requested, including compilation of reports, mail outs and surveys.</li> <li>➤ Provide support in relation to matters of information technology to all Nursing employees in the ward/clinic/unit.</li> <li>➤ Actively problem solve to ensure that the consumers' needs are met and held central to all services</li> </ul>   |
| Contribute to the development and implementation of best practice in the delivery of administrative services. | <ul style="list-style-type: none"> <li>➤ Liaising with the appropriate Nurse Manager or delegate, and other areas of the hospital regarding patient allocation of beds, and transfer and admission of patients.</li> <li>➤ Regularly updating the patient allocation sheet, Operating Room Lists and Patient Information Boards and any other relevant patient information systems.</li> <li>➤ Communication of any relevant patient information as requested to the appropriate Nurse Manager or delegate.</li> <li>➤ Participating in Quality Activities as requested by the Nurse Manager</li> <li>➤ Participating in Professional Development activities and required Performance review.</li> <li>➤ Maintain confidentiality on all issues relating to the organisation, consumers/patients and fellow colleagues.</li> </ul>  |

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Current South Australian Drivers License

#### **Personal Abilities/Aptitudes/Skills:**

- > Ability to provide excellent customer service
- > Ability to communicate effectively, both written and verbal
- > Demonstrate personal initiative, flexibility and problem-solving ability.
- > Demonstrate an ability to function as a member of a dynamic team
- > High calibre time management skills

#### **Experience**

- > Demonstrated skill in the use of Microsoft Office products, particularly advanced skills in MS Word, MS Excel and the creation/maintenance of MS Access Databases
- > Knowledge of Video Conferencing technology

#### **Knowledge**

- > Understanding of the contemporary health care setting
- > Sound knowledge of spelling and grammar
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- > Certificate or experience in Medical Terminology

#### **Personal Abilities/Aptitudes/Skills:**

- > Nil

#### **Experience**

- > Experience of the following Health Care related computer systems such as:
  - o Oracle
  - o Oasis
  - o Proact
  - o Chiron
  - o Zedmed

#### **Knowledge**

- > Knowledge of the operations of SA Health and the core business of the Port Lincoln Hospital

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

### SA Health Goals and Strategies.

The achievement of key SA Health goals, directions and strategies are articulated within the following:

- > South Australian Health and Wellbeing Strategy 2020-2025
- > State Public Health Plan 2019-2024
- > SA Health Strategic Clinical Services Plan 2021-2031
- > SA Mental Health Services Plan 2020-2025
- > SA Health Clinical Services Capability Framework

### Eyre and Far North Local Health Network:

Our Local Health Network (LHN) is responsible for the planning and delivery of hospital and health services over 337,626 square kilometres, taking in the Eyre Peninsula, western part of South Australia and north of Coober Pedy. It supports approximately 40,000 people.

Services provided within the Eyre and Far North region include accident and emergency, day and inpatient surgery, Aboriginal health, mental health, obstetric services, chemotherapy, renal dialysis, community and allied health, and aged care and disability services.

We have Health facilities located within Port Lincoln, Tumby Bay, Cummins, Lock, Elliston, Streaky Bay, Wudinna, Kimba, Cleve, Cowell, Ceduna and Coober Pedy.

The health units within the Eyre and Far North LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### EFNLHN Values

The values of EFNLHN express the type of conduct required by our employees to further our vision to be a trusted provider of accessible, responsive, and innovative health, disability, and aged care services to support the wellbeing of our diverse communities.

| Accountability  | Connected  | Respect  | Caring   |
|---|--|--|--|
| ✓ We value taking responsibility for all that we do                 | ✓ We value being part of our local community and our LHN community | ✓ We value every individual and their uniqueness                   | ✓ We value providing compassionate care to those who need it           |
| ✓ We value acting with integrity when striving to achieve our goals | ✓ We value listening and collaborating with others                 | ✓ We value being considerate and kind to ourselves and others      | ✓ We value putting our consumers at the centre of everything we do     |
| ✓ We value following through on what we say we will do              | ✓ We value two-way communication                                   | ✓ We value the diversity of our communities and the people in them | ✓ We value taking the time to understand our consumers and their needs |

### Code of Ethics

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

### Aboriginal Health

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**