

Position Description

Position Title	Ward Clerk
Position Number	30100347
Division	Clinical Operations
Department	Ward 5B
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 1A
Classification Code	HS1A
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• National Police Record Check• Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Ward Clerk is the first point of contact for staff and patients providing an important clerical and administrative service to the specific unit at Bendigo Health.

This position assists nursing, allied health and medical staff in a busy and dynamic environment providing valuable help within the department using a wide range of administrative skills.

Responsibilities and Accountabilities

Key Responsibilities

- Perform the role of receptionist for the unit
- Ensure that patient & visitor enquiries are handled promptly and efficiently.
- Manage incoming and outgoing telephone enquiries
- Access data entry
- Update IPM maintain patient tracking and Government data
- Faxing discharge summaries to General Practitioners
- Maintain accurate records, statistics and reports as required
- Record and report equipment problems to the relevant department
- Monitoring and ordering of stationery and stores for the unit
- Organising patient follow up appointments and communicating this to patients and staff.
- Track and prepare histories for scanning
- Print current patient notes from ePR for patient transfer
- Use the Kronos program to assist the Nurse Unit Manager in payroll preparation
- Book appropriate patient transport as directed by Nurse in Charge
- Participate in team/departmental meetings and other organisation meetings as required
- Participate in staff development and training as required
- Other duties as directed by the Nurse Unit Manager or their delegate
- Employees are required to carry out lawful directions outlined above or delegated to them.

Key Selection Criteria

Essential

1. Demonstrated computer/keyboard skill in hospital databases and through knowledge of the Microsoft office suite (including Word and Excel).
2. Experience in clerical work with a high level of computer literacy, telephone, reception and office administration skills.
3. Ability to prioritise multiple tasks with great attention to detail
4. Demonstrated experience, using a positive and understanding approach, when interacting with the public
5. Excellent interpersonal skills which will facilitate effective communication within all levels of the organisation
6. Ability to operate in a busy and dynamic environment of change
7. Ability to work as part of a team as well as independently
8. Evidence of Medical Terminology experience, training or a commitment to complete similar training within 3 months of employment
9. Previous experience with iPM would be a strong advantage
10. Flexibility to operate in an environment of change and continuous improvement

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.