



## JUNEE CORRECTIONAL CENTRE

### POSITION DESCRIPTION AND SELECTION CRITERIA

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**POSITION TITLE :** ASO Medical  
**LOCATION :** Health Services  
**REPORTS TO :** Health Services Manager

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#### PRIMARY OBJECTIVE

- Performing general clerical duties as required and assisting the Manager Health Services in the overall organisation and operation of the medical unit.
  - Responsible for compiling and maintaining Centre patient medical records.
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#### 1.0 DUTIES AND RESPONSIBILITIES

- 1.1 Responsible for establishing, maintaining, assembling, classifying and filing health data received for each patient in accordance with established GEO procedures and the medical records requirements.
- 1.2 Reviews patient health records for completeness and accuracy, referring incomplete or inaccurate records to the appropriate physician or other individual for correction.
- 1.3 Ensures necessary signatures are obtained for laboratory, x-ray, electrocardiograph reading and other reports to complete all health records.
- 1.4 Prepares lists of patient and obtains patient health records as needed for all health service appointments.
- 1.5 Assists in preparing daily infirmary admissions, discharges, current patient census information and monthly statistical reports.
- 1.6 Co-ordinates all requests for health information. Retrieves and releases information from health records upon proper authority.
- 1.7 Summarises and prepares data for analysis and research. Answers inquiries concerning medical record information for unauthorised personnel.
- 1.8 Audits health records of all departing patient and forwards appropriate files to the relevant Prisoner Medical Records Department or other designated location.
- 1.9 General clerical duties required for the operation of the medical unit (telephone, typing, computing skills, coordination and triage of activities, communication with other departments within the Centre preparation of accounts for payment).

- 1.10 Assisting with stock control and itemising of medical & pharmaceutical supplies and equipment.
  - 1.11 Performs other related duties as assigned.
  - 1.12 Provide clerical services to health services staff.
  - 1.13 Co-operate with the employer's efforts to comply with the requirements of the WHS Act 2011. Accept responsibility for the health, safety and welfare of subordinates, inmates, contractors and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with the WHS Act 2011.
  - 1.14 And all other duties as directed by the Health Service Manager
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**2.0 KEY SELECTION CRITERIA**

- 2.1 A willingness to undertake a Medical Terminology Course.
  - 2.2 Demonstrated experience with a variety of computer applications including spreadsheets and word processing.
  - 2.3 Demonstrated keyboard skills with a high degree of accuracy.
  - 2.4 Demonstrated understanding of office procedures.
  - 2.5 Proven written and oral communication skills.
  - 2.6 Demonstrated organizational skills and the ability to prioritize workload.
  - 2.7 Demonstrated ability to meet deadlines as directed.
  - 2.8 Demonstrated ability to work unsupervised.
  - 2.9 Maintain a continuing satisfactory security clearance as approved by the Commissioner of Corrective Services NSW
  - 2.10 Ability to work in a correctional environment that will involve direct contact with prison inmates.
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<i>APPROVED BY</i>	<i>SIGNATURE</i>	<i>DATE</i>
<b>General Manager</b>		
Health Services Manager		
Human Resource Manager		

I acknowledge receipt of this Position Description and Selection Criteria. I acknowledge that the duties, responsibilities and key selection criteria are consistent with the work that I do at the Junee Correctional Centre Position.

Employee Name: .....

Employee Signature: ..... Date: .....