

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	HIS Medico-Legal Officer
<b>STAFFLINK POSITION NO.</b>	505570
<b>COST CENTRE</b>	260129
<b>CLASSIFICATION</b>	Administrative Office Level 3
<b>AWARD</b>	Health Employee's Administrative Staff (State) Award
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	Not Applicable
<b>VACCINATION CATEGORY</b>	Category B
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	National Criminal Record Check
<b>RESPONSIBLE TO</b>	Medico-Legal Supervisor, Deputy HIS Manager
<b>RESPONSIBLE FOR</b>	Nil
<b>PRIMARY PURPOSE OF THE ROLE</b>	The Medico-Legal Officer is responsible for fulfilling the responsibilities of the Medico-Legal Service at Royal North Shore Hospital (RNSH) primarily in regard to release of information to internal and external customers in compliance with legislation, NSW Ministry of Health policy, Northern Sydney Local Health District policy and local hospital and Health Information Services (HIS) policies and procedures.
<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	Comply with subpoenas and orders of production issued by a court or authorised body by coordinating, retrieving and preparing medical records to be sent to the appropriate Court within the required timeframe. Ensure the relevant database is updated and paperwork filed
	Undertake all actions required to process deceased paper work within timeframe including ensuring correctness of the forms and facilitating correction of any errors by liaising with medical staff
	Accurately maintain Clinical Notes Database by logging all requests for clinical notes and updating as required
	Retrieve and copy all required records for requests from the Health Care Complaints Commission, Ombudsman, Child Death Review Team and for hospital litigation and arrange delivery within the specified timeframe
	Analyse requests from patients and third parties for clinical notes to ascertain whether they are valid, that is, a valid consent (if required) and application fee have been received. If so, retrieve and copy records, invoice excess photocopying if required and when paid, facilitate delivery to requestor.
	Review copies of medical records prior to their release and redact information as required in accordance with the NSW Health Privacy Manual for Health Information, the Children and Young Persons Care and Protection Act and other relevant policies and legislation
	Respond to with queries at reception from internal and external stakeholders and demonstrate excellent customer service in doing so. Enter requests for ongoing clinical care into the Front Desk Database, prioritise and action them in accordance with policies and procedures, within the agreed timeframe.

	Keep up to date with relevant policies and complete required training. Ensure the requirements of the NSW Health Privacy Manual are complied with and that all confidential material is disposed of securely.	
<b>KEY CHALLENGES</b> (Maximum of 3)	Complying with legislation and policies	
	Meeting deadlines	
	Internal and external communication	
<b>KEY INTERNAL RELATIONSHIPS</b> (Maximum of 3)	<b>WHO</b>	<b>WHY</b>
	Health Information Services Clerks and Management Team, Medico-Legal Officers and Supervisor	For team work and reporting
	Hospital and District executives, clinical and administrative staff, District Child Protection Service, Sexual Assault Unit and Community Centres / Services	To seek relevant information and comply with medico-legal requests
<b>KEY EXTERNAL RELATIONSHIPS</b> (Maximum of 3)	<b>WHO</b>	<b>WHY</b>
	Patients, their relatives and the general public	For consent purposes
	External customers including but not limited to Courts, Insurance Companies, Solicitors / Lawyers, Funeral Directors, Police, Department of Forensic Medicine and other NSW government bodies	To action and comply with medico-legal requests
<b>SELECTION CRITERIA</b> (Minimum of 3 maximum of 8)	Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.	
	Excellent verbal and written communication skills with sound analytical skills and attention to detail	
	Ability to work as part of a team as well as independently	
	Medical terminology qualifications or working knowledge	
	Ability to prioritise, work under pressure and comply with strict deadlines	
	Demonstrated initiative and decision making skills with commitment to customer service	
	Extensive administrative experience, including proficient word processing/computer skills	
	Demonstrated understanding of the Health Privacy Principles (under the NSW Health Records and Information Privacy Act) and their application to the Medico-Legal and Health Information Services environment	

## JOB DEMANDS CHECKLIST

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Infrequent: intermittent activity exists for a short time on a very infrequent basis  
 Occasional: activity exists up to 1/3 of the time when performing the job  
 Frequent: activity exists between 1/3 and 2/3 of the time when performing the job  
 Constant: activity exists for more than 2/3 of the time when performing the job  
 Repetitive: activity involved repetitive movements  
 Not Applicable: activity is not required to perform the job

Physical Demands	Frequency
<b>Sitting</b> - remaining in a seated position to perform tasks	Constant
<b>Standing</b> - remaining standing without moving about to perform tasks	Frequent
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not applicable
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Occasional
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Occasional
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Infrequent
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	Occasional
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Not applicable
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Frequent
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Frequent
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Infrequent
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Not applicable
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Frequent
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Frequent
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Occasional
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Constant
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Constant
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	Occasional
<b>Driving</b> - Operating any motor powered vehicle	Not applicable

<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Constant
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Not applicable
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
<b>Touch</b> - Use of touch is an integral part of work performance	Constant
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Occasional
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Occasional
<b>Unpredictable People</b> – eg dementia, mental illness, head injuries	Occasional
<b>Restraining</b> - involvement in physical containment of patients / clients	Not applicable
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b>
<b>Dust</b> - Exposure to atmospheric dust	Frequent
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Not applicable
<b>Fumes</b> - Exposure to noxious or toxic fumes	Not applicable
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not applicable
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Not applicable
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	Occasional
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Occasional
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Not applicable
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Occasional
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	Occasional
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Infrequent
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	Occasional
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	Infrequent