



CLINICAL DOCUMENTATION SPECIALIST

Part Time – Minimum 10 hours a week

Opportunity for additional, clinical hours if desired.

Bethesda Hospital, situated on the banks of the Swan River in Claremont, is an independent, acute surgical and palliative care specialist hospital that supports 9 operating theatres. With a strategic focus on both consolidation and growth, the organisation has created a new role of Clinical Documentation Specialist to enhance its management capability.

Working autonomously within the Quality and Risk department, you will be primarily responsible for the review of clinical documentation of inpatient medical records to maximise patient safety and enhance clinical coding. The review will include an assessment to determine that the documents fully describe and report the patient's medical status and where appropriate, contact with the health practitioner.

Time of attendance is flexible and open to negotiation, though due to the nature of the role, mornings at discharge time would best suit to meet the objectives of the role. It is envisaged that a minimum of 2 hours per weekday will be required to undertake the administrative tasks associated with the clinical documentation reviews. However, where the successful incumbent is a Registered Nurse, additional, clinical hours are available and may be negotiated. Where the successful incumbent is a HIM additional coding hours may be available.

Essential Criteria

- Ability to demonstrate and commit to working within the Bethesda Health Care Values at all times.
- Attention to detail.
- Understanding of a broad range of medical conditions, terminology, and complications.
- A minimum of 5 years' post graduate experience in acute surgical/medical nursing and AHPRA registration as a Registered Nurse **or** a Bachelor's/Master's degree in, Allied Health, Medicine or Health Information Management
- Demonstrated ability to engage and maintain positive relationships with external specialist medical practitioners and internal staff.
- High level written and verbal communication skills.
- Computer literate.
- Demonstrated ability to follow a process, organise and prioritise.
- Demonstrated characteristics of persistence and resilience.

Desirable Criteria

- Completion of CDI specialist training or similar (Note: As this training is highly regarded for success in the role, it will be provided)

Employee Benefits include:

- Friendly and modern working environment
- Attractive remuneration
- Discounted staff meals
- Access to parking
- Close to public transport



To view the Position Description and learn more about us, visit www.bethesda.org.au

For further information contact Jill Carland, Manager, Quality and Risk on 08 9340 3673.

To apply please e-mail your CV with a covering letter addressing the selection criteria and outlining your experience in relation to the position along with an application form that can be found on our web site to jcarland@bethesda.org.au by **Friday 7 February 2020**.

Please note that successful applicants will be contacted via phone or email. Unfortunately, due to the high volume of applications received for our current vacancies, we are unable to provide an individual acknowledgement or feedback about your application if you are not successful for short listing.