

Administration Intermediate/Adept



Time/Length : 4 hours

Delivery Type : Face to Face

Topics Covered : Brief writing, Referral Notes, Excel , Collaboration Tools, Managing Staff, Building Capability, TAFE UOC's, AI and Co-Pilot Training on how to adept to their current roles, New Technology Space

Frequency : Twice a month (same topic repeated twice a month at different locations)

Location: All sites across district

Target Group: AO 3 – 4 who have been employed for over 3 years

National Safety and Quality Health Service Standards: Clinical Governance Standard – Patient Safety and Quality Systems –

1. Healthcare Records – Action 1.16 – (b) Support the workforce to maintain accurate and complete healthcare records – (c)comply with security and privacy regulations (d)support systematic audit of clinical information e. Integrate multiple information systems, where they are used

HSU Award : Decision making across a number of areas and review of operational systems.

Ability to manage conflict of resources or priorities

Strategic Alignment: Deliver safe quality care and positive experiences – Build a culture of continuous improvement

Support and develop our people – equip our people with the skills and capabilities to be an agile, responsive workforce