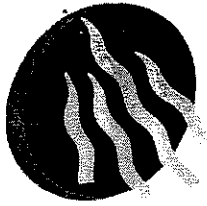


COMMISSION OF INQUIRY NO. 1 OF 2005
MEDICAL BOARD OF QUEENSLAND

This is the annexure marked "**MDG-11**" mentioned and referred to in the Statement of **MICHAEL STEVEN DEMY-GEROE** dated this 17th day of May 2005.



Office of
Health Practitioner Registration Boards

Queensland Government

POSITION DESCRIPTION

1. **Position No:** Various
Position Title: Administration Officer (Registrations)
Office of Health Practitioner Registration Boards
Location: Level 19, Forestry House, Brisbane
Classification: AO3
2. **Reports to:** Assistant Registrar
3. **Date of Review:** July 2003
4. **Purpose of Position**
 - 4.1 Provide administrative support to the assigned Health Practitioner Boards of Queensland.
 - 4.2 To enter health practitioner registration data and records and ensure data quality and accuracy.
5. **Organisational Environment and Reporting Relationships**

5.1 Role of the Organisational Unit:

The Office of Health Practitioner Registration Boards is an independent public service agency established under the *Health Practitioner Registration Boards (Administration) Act 1999*. The Office provides administrative and operational support to thirteen Health Practitioner Registration Boards under service agreements. The Boards are bodies corporate whose principal function is the registration of suitably qualified health practitioners and to ensure safe and competent health service delivery to the public.

Each Board is responsible to the Minister for Health in all matters relating to the administration of the health practitioner Acts relating to its profession, subordinate legislation, and other statutory enactments insofar as they are concerned with investigation of complaints and the disciplinary and health systems for practitioners.

The Office of Health Practitioner Registration Boards is located at Level 19, Forestry House, 160 Mary Street, Brisbane.

5.2 Supervises:

Nil

5.3 Indirect relationships:

Nil

5.4 Organisational Chart:

An organisational chart is attached.

6. Primary Duties

- 6.1** Check and process applications for registration in accordance with statutory requirements, policies and procedures.
- 6.2** Provide information to clients (eg. health practitioners, professional bodies, other registering jurisdictions and agencies) in relation to legislative requirements and processes relating to registration as a health practitioner in Queensland, including issues relating to Mutual Recognition and/or Trans-Tasman Mutual Recognition.
- 6.3** Provide administrative support to the assigned Queensland Health Practitioner Boards of Queensland, including preparing Board meeting Agenda content, checking registration certificates, and updating computerised Registers and specialised databases and ensuring the accuracy of data therein.
- 6.4** Perform various administrative functions including preparing content updates for Board Web Sites, assisting with the collation of information for Annual Reports, organising travel and accommodation for Board members, preparing payment schedules, records maintenance and filing, photocopying, and preparing, authorising and responding to correspondence including emails.

7. Primary Delegations and Accountabilities

In accordance with the Office's Human Resource Delegation Manual and Financial Delegations Manual.

8. Selection Criteria

Your application for this position must specifically address each of the selection criteria listed below. It should also contain the names and telephone numbers of at least two referees, one preferably your current supervisor, who may be contacted with respect to your application. Shortlisting and selection will be based upon these selection criteria.

- SC1** Knowledge of, or the ability to rapidly acquire a knowledge of the registration requirements of the relevant health practitioner registration Acts.
- SC2** Ability to provide accurate information to health practitioners in relation to legislative and procedural requirements for registration.
- SC3** Well developed written and verbal communication skills appropriate to dealing with professionals and professional associations.
- SC4** Proven ability to work within a team, meet realistic goals and work priorities to ensure deadlines and commitments are met.
- SC5** Demonstrated skills in the use of computer systems and software available within the organisation.

9. Additional Factors

- 9.1** Pre-employment history checks will be undertaken on applicants.

