VETASSESS

Information sheet

Medical Administrator

ANZSCO: 134211

Group A

About this document

- The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

A Medical Administrator plans, organises, directs, controls and coordinates medical programs and clinical services in a hospital or other health service facility, maintains standards of medical care, provides leadership to ensure an appropriately skilled medical workforce, and contributes to health service planning.

Alternative Titles:

- Medical Manager
- Medical Superintendent

Occupations considered suitable under this ANZSCO code:

Specialisations

- Director of Clinical Services
- Director of Medical Services

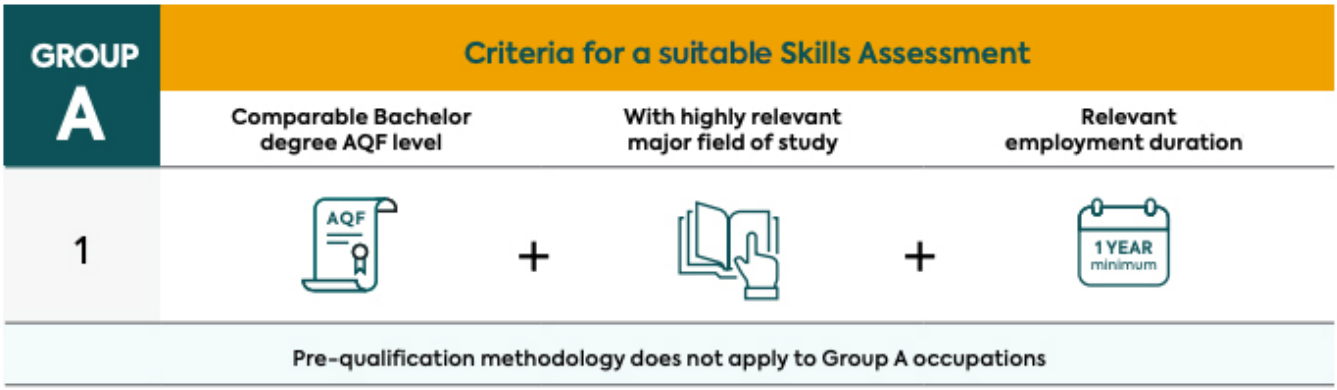
Occupations not considered under this ANZSCO code:

Please note that this occupation is at the managerial skill level and tasks are different to those undertaken by:

- Practising Doctors/Physicians (sometimes called Medical Officers or Registrar)
- Interns/Trainee
- Practice Managers (the business manager of a medical practice)
- Other Health and Welfare Services Managers
- Primary Health Organisation Managers
- Administrative staff working in a medical setting

Medical Administrator is a VETASSESS Group A occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher, in a field highly relevant to the nominated occupation.



The information below describes the available pathways for a Skills Assessment under**Group A**. Please note that in order to achieve a suitable Skills Assessment Outcome, a suitable assessment for both qualifications and employment is required.

Pathway 1

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree and in a field highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Qualification

Applicants must hold a qualification in the field of Medicine.

Applicants with qualifications in other Health fields, such as Dentistry, Nursing or Pharmacy, will not be considered positively for this occupation.

Applicants with postgraduate qualifications in Health Administration and Public Health in addition to their recognised medical qualifications would be highly regarded.

*This includes qualifications assessed at AQF Bachelor, Master and Doctoral level.

Employment

Highly relevant tasks include:

- Providing overall direction and management for the service, facility, organisation, centre or hospital;
- Developing, implementing and monitoring procedures, policies and standards for medical, nursing, allied health and administrative staff;
- Coordinating and administering health and welfare programs and clinical services;
- Monitoring and evaluating resources devoted to health;
- Controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services;
- Liaising with other health and welfare providers, boards and funding bodies to discuss areas of health and welfare service cooperation and coordination;
- Advising government bodies about measures to improve health and welfare services and facilities;
- Representing the organisation in negotiations, and at conventions, seminars, public hearings and forums;
- Controlling selection, training and supervision of staff;
- Managing senior and junior medical staff.

Employment information

The role of Medical Administrator is usually the most senior medical management position in a hospital or other health service facility. This role describes qualified and experienced medical doctors who have moved into higher level specialist medical administration roles, often with higher education in management or health administration.

This occupation requires a high level of proficiency in health systems and medical management. It is at a higher skill level and the tasks are different to practising Physicians, Medical Officers, Nursing Managers, Interns, administrative hospital staff and Welfare Centre Managers. Medical Administrators are not expected to be directly involved in the diagnosis and treatment of patients.

Their qualifications, training and daily tasks are also significantly different from, and should not be confused with, the role of a Medical Office Administrator who generally assists Medical Practitioners with reports, records medical histories, arranges for patients to be hospitalised, and orders supplies.

Supporting material for assessment

Applicants nominating this managerial occupation must submit an organisational chart. An organisational chart should include:

- The company letterhead,
- Your job position,
- The job position of your superiors and subordinates, as well as,
- All positions reporting to your immediate supervisor and to your direct subordinates.

If you are unable to obtain an organisational chart from your employer, please provide a statutory declaration outlining the required information and the reasons why this information cannot be provided.