

## MEDICAL ADMINISTRATOR (ANZSCO CODE: 134211)

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 and Training.

The skills 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

#### Specialisations:

- Director of Clinical Services
- Director of Medical Services

#### Occupations not considered by VETASSESS under this ANZSCO code:

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

- Practicing 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 (ANZSCO CODE: 134211)**

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 then moved into higher level specialist medical administration roles, often with higher education in management or health administration.

The VETASSESS assessment requires applicants to hold at least one year of highly relevant employment. Applicants should note that this role in Australia would usually require 5 years of highly relevant post-qualification employment. Medical Administrator is usually a management role, and oversees the work of clinicians. Managers do not usually have a clinical role as well as their managerial tasks.

With high proficiency in health systems and medical management, this occupation is at a higher skill level and tasks are different to practicing physicians, medical officers, nursing managers, interns, administrative hospital staff and welfare centre managers. They are also not expected to be directly involved in the diagnosis and treatment of patients. The qualifications, training and daily tasks are also significantly different to 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.

When applying for an assessment under this occupation, applicants should submit detailed position descriptions which outline the entry requirements for the role, and the level and nature of the responsibilities. Applicants are required to include a detailed organisational chart showing the scale of the organisation and the reporting lines to the position. Applicants should provide evidence of employment at the managerial level overseeing the clinical services of a hospital.

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### Requirements for VETASSESS Skills Assessment

#### **Medical Administrator is a Group A Occupation.**

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

Applicants must also have at least one year of highly relevant, post-qualification employment, at an appropriate skill level completed in the last five years

If the qualification(s) are not at the required educational level, and not in a highly relevant field of study, or if the employment has been completed prior to the qualification, then the applicant will be assessed below the required skill level.

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

A positive assessment of both qualifications and employment is required for a positive Skills Assessment Outcome.

#### **Qualification**

AQF Bachelor or higher\*

Applicants must hold a qualification in the field of Medicine.

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

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

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### Employment

The role of Medical Administrator is usually the most senior medical management position in a hospital or health service facility.

### 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