



New Zealand Orthopaedic Association

Level 12, Ranchhod Tower | 39 The Terrace, Wellington 6011

PO Box 5545, Wellington 6140

Phone: 04 913 9891 | **Fax:** 04 913 9890

www.nzoa.org.nz

NEW ZEALAND ORTHOPAEDIC ASSOCIATION

New Zealand Joint Registry Data Entry Administrator

The New Zealand Orthopaedic Association Joint Registry

The New Zealand Joint Registry was established to determine the characteristics of joint arthroplasty practice in New Zealand and compare the outcomes with northern hemisphere counterparts. The Registry provides data on survivorship of different types of implants and techniques, revision rates and the reasons for these, infection and dislocation rates, patient satisfaction outcomes, audit for individual surgeons and is a database for research.

Reports to:

The Data Entry Administrator reports to the Registry Coordinator employed by the New Zealand Orthopaedic Association Joint Registry Trust. As the Registry is an NZOA entity, all staff also have a reporting line to the Chief Executive of the NZOA.

Main Job Tasks and Responsibilities:

- Prepares forms for computer entry by compiling and sorting information; establishing entry priorities
- Processes patient forms by reviewing forms for missing data; resolving discrepancies by using standard procedures
- Contacting hospitals for missing data and completing the forms and updating the database when received
- Enters patient data by inputting alphabetic and numeric information on keyboard.
- Maintains data entry requirements by following data program techniques and procedures
- Verifies entered patient data by reviewing, correcting, deleting, or re-entering data
- Maintains operations by following policies and procedures; reporting needed changes
- Maintains customer confidence and protects operations by keeping information confidential
- Scans patient forms into the New Zealand Joint Register
- Prepares monthly questionnaires to be printed and mailed to patients
- Follows up Hospitals to ensure the timely receipt of patient forms

- Contributes to team effort by accomplishing related results as needed
- Handles requests for information and data
- General clerical and office tasks including photocopying, scanning, and mailing

Education and Experience

- Computer skills and knowledge of relevant software
- Knowledge of operation of standard office equipment
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of principles and practices of basic office management

Key Competencies

- Communication skills - written and verbal
- Planning and organizing
- Prioritising
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork

Hours of work:

This is a Christchurch based full time position (1.0 FTE - 40 hours per week).

Revised 2022

By Andrea Pettett, NZOA Chief Executive