



**College of Intensive Care Medicine**  
of Australia and New Zealand  
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## ADMINISTRATIVE SERVICES TO INTENSIVE CARE UNITS

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### PURPOSE AND SCOPE

All intensive care units require adequate administrative support to allow the medical, nursing and technical staff within the unit to perform their duties effectively. For those intensive care units accredited for training in intensive care medicine, the secretarial, administrative, educational and research support needed will require the appointment of appropriate administrative support staff. In general, access to occasional administrative support is inadequate for this purpose.

### DUTIES OF ADMINISTRATIVE STAFF

The duties of the administrative staff will fall into four main areas:

#### 1. INDIVIDUAL SECRETARIAL SUPPORT DUTIES

Provide general secretarial services to individual specialists, trainees and other members of the department as required.

#### 2. ADMINISTRATIVE SUPPORT DUTIES

Prepare, circulate and update departmental duty rosters, maintain departmental and medical records and general administration. Keep minutes of departmental meetings.

#### 3. EDUCATIONAL SUPPORT DUTIES

Co-ordinate the administrative aspects of the continuing medical education, clinical review and quality assurance activities of the department for all medical, nursing and technical staff.

- 3.1 Prepare and distribute material for departmental meetings, including tutorials, peer review, clinical audit and quality assurance meetings.
- 3.2 Maintain the departmental library of books, journals, slides, databases and other audio visual material and prepare visual display material.
- 3.3 Perform literature searches, photocopy and circulate documents within the department, from other departments of the hospital and from other libraries.
- 3.4 Facilitate the exchange of correspondence between the College, Trainees and Supervisors of Training (refer to Training Document T-10 *The Role of Supervisors of Training in Intensive Care Medicine*).
- 3.5 Have access to and skills at medical database searches on the Internet.

3.6 Assist with the preparation of manuscripts for publication and reports for presentation.

#### 4. RESEARCH SUPPORT DUTIES

Undertake duties as necessary to support the research staff in the department e.g. data entry, maintenance of databases, literature searches, manuscript preparation and correspondence with hospital committees and outside agencies.

These guidelines should be interpreted in conjunction with the following documents of the College of Intensive Care Medicine:

IC-1 *Minimum Standards for Intensive Care Units*

IC-3 *Guidelines for Intensive Care Units seeking Accreditation for Training in Intensive Care*

T-10 *The Role of Supervisors of Training in Intensive Care Medicine*

*Promulgated by FICANZCA: 1994  
Revised by JFICM: 2000, 2006  
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