



**POSITION DESCRIPTION**

<b>Position No:</b>		<b>Directorate</b>	Allied Health	<b>Review Date</b>
<b>Position Title</b>	Manager Health Information Services			2010
<b>Award/Agreement</b>	Health Professional Services Award HSUA 3			
<b>Award Classification</b>	Chief Health Information Manager Grade 2			
<b>Hours Per Fortnight</b>	80	<b>ADO included</b>		
<b>Reports To</b>	Director – Allied Health			

**ORGANISATIONAL INFORMATION:**

The Djerriwarrh Health Services incorporates the Bacchus Marsh, Melton and Caroline Springs campuses, serving an estimate population in excess of 75,000 and provides acute hospital, aged care, outpatients and primary care services to the community.

**Mission Statement:** ‘Helping people of our community to better health and well-being’

**Values:** Djerriwarrh Health Services is committed to the following values, which underpin the basis of our principle key objectives:

- Integrity and professionalism.
- Team work.
- Efficient and cost effective services.
- Maximised patient/client satisfaction.
- A commitment to quality outcomes.
- Respect for all staff.
- Management by fact.
- Performance accountability.

**PURPOSE OF THE POSITION:**

- To co-ordinate the collection, maintenance, storage, security and retrieval of the health services health information and medical records.
- To co-ordinate and manage electronic Patient Management Systems ( iSoft, CPF)
- To co-ordinate and manage mandatory health information data reporting to external agencies.
- To ensure diagnosis and procedure coding is performed in an accurate and timely manner
- To provide health information to both internal and external requestors, in accordance with hospital policies and statutory requirements
- To ensure the design and content of the medical record meets the needs of users and conforms to recognised standards

- To co-ordinate and manage the activities and role of Health Information Managers (HIMs) and other Health Information Services staff throughout the organisation
- To act as the Freedom of Information Officer (or delegate to), and Privacy Officer for the organisation

**QUALIFICATIONS**

- Degree of Health Information Management or equivalent is essential
- Eligibility to join the Health Information Management Association of Australia

**REPORTING RELATIONSHIPS**

Direct Report Line Manager	Position No:
Director of Allied Health	F3021
Chief Executive Officer	
Board of Management	

**DUTIES REQUIRED OF THE POSITION:**

**Main responsibilities:**

- Develop, maintain and respond appropriately to systems that measure the quality of the medical records and health information including performance indicators and feedback mechanisms
- Function within a framework of continuous quality improvement
- Work towards and maintain standards for practice as determined by the Australian Council of Healthcare Standards
- Ensure diagnosis and procedure coding and grouping is performed in an accurate and timely manner in accordance with mandatory guidelines
- Management and maintenance of the patient information management system (iSoft)
- Management and maintenance of the electronic medical record system (CPF)
- Ensure all data reporting requirements and transmission deadlines are met for data reporting functions including VAED and AIMS
- Design and review medical record and associated forms in accordance with recognised standards
- Maintain confidentiality of information
- Ensure only authorised person have access to the medical record and health information
- Manage and advise on release of information procedures and medico-legal aspects of medical records and health information
- Manage and advise on procedures related to medical record and health information retention and disposal in accordance with statutory requirements
- Develop a business plan for Health Information Services including operational and strategic objectives by the beginning of each financial year

- Regularly review and manage the Information Management Procedure Manual
- Provide effective leadership and be an effective role model
- Regularly review and update staff position descriptions in consultation with staff
- Manage performance appraisals for Health Information Services staff
- Approve and manage leave requests in accordance with the Instrument of Delegation and in consultation with other Managers
- Participate in the recruitment, selection and training of staff for Health Information Services
- Ensure that all grievance and disciplinary procedures are strictly adhered within Health Information Services
- Participate in the organisation's orientation program
- Promote cost-effective management within budgeted resources
- Advise the Director of Allied Health on capital equipment needs and physical up-grades as required
- Foster an atmosphere of collaboration, consultation and teamwork
- Ensure continual communication amongst Health Information Services to ensure a high standard of service is maintained
- Liaise with Medical Officers and external service providers
- Ensure that documentation, including clinical notes and registers, complies with contemporary standards and legal requirements
- Promote professional development within Health Information Services
- Ensure that occupational health and safety, infection control, workplace harassment and bullying procedures are complied within Health Information Services
- Participate in student supervision during professional practice placement if required
- Undertake other duties as specified by the Director of Allied Health

## **GENERAL RESPONSIBILITIES FOR ALL POSITIONS**

### **1. Occupational Health and Safety**

Each employee has the right to a safe working environment and should advise their Manager of any risk or condition likely to result in accident or injury. Each employee has the responsibility to ensure their own health and safety and to co-operate with Djhs procedures as well as participating in appropriate safety education and evaluation activities.

### **2. Infection Control**

Each employee has a responsibility to minimise exposure to incidents of infection/cross infection of patients, clients, residents, staff, visitors and the general public. All staff adhering to the procedures as set out in the organisations Infection Control Manual can most effectively achieve this minimisation.

### **3. Quality Improvement**

Each employee has a responsibility to participate and commit to ongoing quality improvement activities using the relevant accreditation framework.

#### **4. Workplace Harassment and Bullying**

Djerriwarrh Health Services adopts and applies the Victorian State Government Code of Conduct. Each employee has the right to a work environment free from any form of workplace harassment and bullying. From an employee's orientation and throughout their employment, each employee is obliged to apply Djhs procedures and participate in appropriate education and training.

#### **5. Djhs Standing Orders and Procedures**

DjHS Standing Orders and Procedures are fully set out in the Procedure Manuals located throughout the organisation. It is the responsibility of each employee to familiarise themselves with these Manuals.

#### **6. Confidentiality Policy**

Each employee has a responsibility to comply with the organisation's confidentiality procedure as it is a condition of employment. Any breach of the Confidentiality Procedure will result in disciplinary action and/or dismissal under the conditions of the Health Services Act (Vic).

### **KEY PERFORMANCE INDICATORS FOR THIS POSITION**

1. To meet the minimum requirements of the position as stated in this PD or as expressly agreed with your Manager
2. To meet the objectives as agreed in your Performance Review Plan.

### **PERFORMANCE REVIEW**

The Director of Allied Health will undertake regular performance reviews based on Key Performance Indicators stated in the Performance Management Plan.

### **KEY SELECTION CRITERIA**

- Degree of Health Information Management (or equivalent)
- Excellent communication and organisational skills
- Effective management skills
- Ability to work as part of a multi-disciplinary team
- Ability to achieve targets and deadlines
- Strong commitment to quality
- Extensive knowledge of coding and casemix systems.
- Strong computer literacy, including competency with Microsoft Office.
- Extensive experience and knowledge with computerised Patient Management and Data Management Systems.
- Current drivers license

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2009

\_\_\_\_\_  
(Employee)

Date \_\_\_\_\_

\_\_\_\_\_  
(Manager Health Information Services)

Date \_\_\_\_\_

\_\_\_\_\_  
(Director of Allied Health)