



## POSITION DESCRIPTION

<b>Position No:</b>	<b>F</b>	<b>Directorate</b>	Allied Health	<b>Review Date</b>
<b>Position Title</b>	Health Information Manager			2009
<b>Award/Agreement</b>				
<b>Award Classification</b>	Grade 1, year level to be determined based upon experience			
<b>Hours Per Fortnight</b>	72 hours	<b>ADO included</b>	N	
<b>Reports To</b>	Manager – Health Information Services			

### 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 provide support to the Manager Health Information Services in the day to day operations of Health Information Services
- To co-ordinate and manage the activities and role of the Community Health Data and Reporting Officer
- To co-ordinate and manage mandatory health information data reporting to external organisations including community health reporting and VAED
- To act as the Freedom of Information and Privacy Officer for the organisation
- To assist with diagnosis and procedure coding, ensuring is performed in an accurate and timely manner



## **QUALIFICATIONS**

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

## **REPORTING RELATIONSHIPS**

<b>Direct Report Line Manager</b>	<b>Position No:</b>
Manager Health Information Services	
Director of Allied Health	F3021
Chief Executive Officer	
Board of Management	

## **DUTIES REQUIRED OF THE POSITION:**

### **Main responsibilities:**

- Assist with the development and implementation of the Health Information Services quality plan ensuring you function within a framework of continuous quality improvement and work towards and maintain standards for practice as determined by the Australian Council of Healthcare Standards.
- Provide back up for the Health Information Officer for rostering and/or staff issues arising amongst the Ward Clerks
- Act as a system administrator for the patient management system, iPM
- Assist with management, maintenance, testing and training related to the patient management system, iPM
- Assist with management, maintenance, testing and training related to the electronic medical record system, CPF
- Offer support in the management and maintenance of the Birthing Outcome System, BOS
- Maintain confidentiality of information
- Ensure only authorised person have access to the medical record and health information
- Assist with the regular review of the Information Management Procedure Manual
- Provide effective leadership and be an effective role model
- Assist with the regular review and update staff position descriptions in consultation with staff
- Manage performance appraisals for the Community Health Data and Reporting Officer
- Approve and manage leave requests for the Community Health Data and Reporting Officer in accordance with the Instrument of Delegation and in consultation with other Managers
- Participate in the recruitment, select and training of staff for Health Information Services
- Ensure that all grievance and disciplinary procedures are strictly adhered within Health Information Services
- Complete diagnosis and procedure coding and grouping, ensuring it is performed in an accurate and timely manner in accordance with mandatory guidelines

- Act as the Freedom of Information Officer and Privacy Officer for Djerriwarrh Health Services ensuring the process complies with all statutory requirements
- Ensure all data reporting requirements and transmission deadlines are met for data reporting functions including Community Health Reporting and VAED
- Act as a resource and support for Djerriwarrh Health Services
- Participate in the organisation's orientation programs
- Advise the Manager Health Information Services 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
- 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 Manager Health Information Services

## **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
- Ability to work as part of a team
- Ability to achieve targets and deadlines
- Strong commitment to quality
- Up-to-date knowledge, experience and practice coding with ICD-10-AM
- Strong computer literacy, including competency with Microsoft Office and patient management systems
- Current drivers license

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

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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