

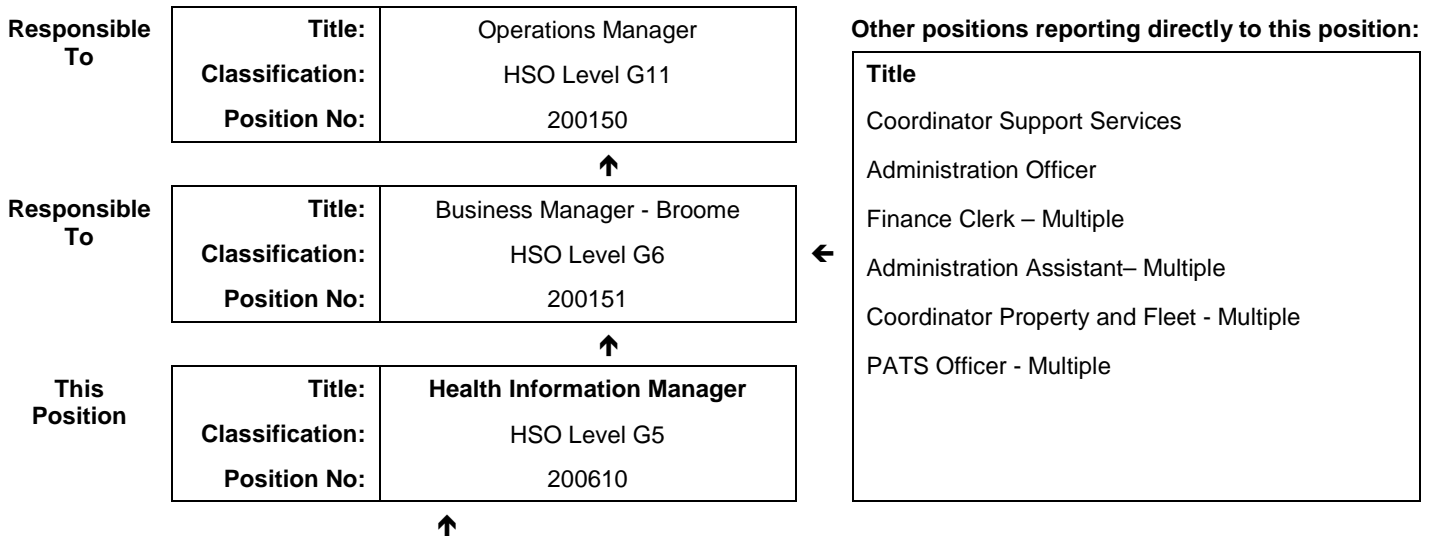


JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

| | | | |
|------------------|-----------------------|-------------------------|--|
| | | Position No: | 200610 |
| Division: | Kimberley | Title: | Health Information Manager |
| Branch: | Broome Health Service | Classification: | HSO Level G5 |
| Section: | Administration | Award/Agreement: | WA Health - HSUWA - PACTS Industrial Agreement |

Section 2 - POSITION RELATIONSHIPS



| Positions under direct supervision: | ← Other positions under control: | | | | | | | | | | | | |
|---|---|-------|--------|------------------------------|--------|------------------------------|--------|----------------|---|----------|--------|--|--|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Position No</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>607999</td> <td>Supervisor Clerical Services</td> </tr> <tr> <td>200622</td> <td>After Hours Clerk – Multiple</td> </tr> <tr> <td>200430</td> <td>Enrolled Nurse</td> </tr> </tbody> </table> | Position No | Title | 607999 | Supervisor Clerical Services | 200622 | After Hours Clerk – Multiple | 200430 | Enrolled Nurse | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> | Category | Number | | |
| Position No | Title | | | | | | | | | | | | |
| 607999 | Supervisor Clerical Services | | | | | | | | | | | | |
| 200622 | After Hours Clerk – Multiple | | | | | | | | | | | | |
| 200430 | Enrolled Nurse | | | | | | | | | | | | |
| Category | Number | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Section 3 - KEY RESPONSIBILITIES

Provides direction and support on health information management issues and oversees the administration functions of the Broome Hospital.

| | | | |
|-------|----------------------------|----------------|--------------|
| TITLE | Health Information Manager | POSITION NO | 200610 |
| | | CLASSIFICATION | HSO Level G5 |



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity with a fair share for all.

WA Country Health Service
9 March 2017
REGISTERED

| | | | |
|-------|----------------------------|----------------|--------------|
| TITLE | Health Information Manager | POSITION NO | 200610 |
| | | CLASSIFICATION | HSO Level G5 |

Section 4 - STATEMENT OF DUTIES

| Duty No | Details | Freq | % |
|----------|---|----------|-----------|
| 1 | MANAGEMENT | D | 40 |
| 1.1 | Oversees and manages Broome Health Service response to the release of information under the Freedom of Information Act and release of patient information for continuum of care, research and statistical purposes. | | |
| 1.2 | Coordinates requests for access to information contained within health records. | | |
| 1.3 | Deliver health information systems training and maintain up to date knowledge of policy, system processes and procedures. | | |
| 1.4 | Coordinates the reporting of Broome Health Service activity data for management purposes. | | |
| 1.5 | Manages clerical and clinical support services provided by staff reporting to this position, ensuring safe work practices and customer focussed quality service. | | |
| 1.6 | Manages financial and staff budget for areas under control, seeking out opportunities for productivity improvements and workplace efficiencies. | | |
| 1.7 | Coordinates recruitment, selection and appointment of staff under control, in accordance with organisational policies and Public Sector Standards. | | |
| 1.8 | Ensures orientation, induction and staff training systems are appropriate to the workplaces and mix of staff under control. | | |
| 1.9 | Coordinates Private Patient liaison activities as required. | | |
| 2 | QUALITY ASSURANCE AND STANDARDS | R | 10 |
| 2.1 | Develops and monitors standards, protocols and guidelines for areas under control. | | |
| 2.2 | Represents Broome Health Service at committees and forums and conducts staff meetings and keeps minutes of such meetings. | | |
| 2.3 | Performance manages staff under control; and supports and encourages relevant staff development and ongoing training. | | |
| 2.4 | Coordinates and leads quality management for areas under control, supporting ACHS Accreditation in liaison with Broome Health Service Business Manager and Quality Coordinator. | | |
| 3 | STATISTICAL INFORMATION | D | 40 |
| 3.1 | Maintains record of activity and workload for areas under control and provides monthly/annual reports to the Business Manager and Department of Health (DoH), plus other reports as required. | | |
| 3.2 | Implements and manages health information systems, supporting information quality, integrity, security, confidentiality, archiving, storage and retention/disposal in accordance with prevailing Broome Health Service, WACHS, professional and industry standards. | | |
| 3.3 | Supports database integrity in liaison with the Regional Health Information Manager. | | |
| 3.4 | Supports Clinical Coding services in liaison with Medical staff, Regional Health Information Manager and Clinical Coder(s). | | |
| 4 | OTHER | | 10 |
| 4.1 | Other duties as directed by line manager or their delegate. | | |

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

WA Country Health Service

9 March 2017

REGISTERED

| | | | |
|-------|----------------------------|----------------|--------------|
| TITLE | Health Information Manager | POSITION NO | 200610 |
| | | CLASSIFICATION | HSO Level G5 |

Section 5 - SELECTION CRITERIA

ESSENTIAL:

1. Demonstrated knowledge, experience and understanding of health information management including patient administration and clinical information systems.
2. Working knowledge of the Freedom of Information Act and State Records Act.
3. Demonstrated management or team leadership experience.
4. Well-developed communication (written and verbal) and interpersonal skills.
5. Well-developed organisational, analytical and problem solving skills.
6. High level of computer literacy in word processing, database and data analysis including the preparation of tables, graphs and other statistical analysis representation.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these affect employment and service delivery.

DESIRABLE:

1. Possession of or progress towards tertiary qualifications in Health Information Management or a related discipline.
2. Management experience in a health service provider environment.
3. Demonstrated understanding of activity based management principles, including knowledge and/or experience of clinical coding and casemix classification and analysis.
4. Experience in working in a cross-cultural environment.

Section 6 – APPOINTMENT FACTORS

| | | | |
|---|---|----------------------|---|
| Location | Broome | Accommodation | As per WACHS Kimberley Accommodation Policy |
| Allowances/ Appointment Conditions | <p>Appointment is subject to:</p> <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance <p>Allowances include:</p> <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable • Air Conditioning Subsidy as applicable • Additional week Northwest Leave | | |
| Specialised equipment operated | | | |

WA Country Health Service

9 March 2017

REGISTERED

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____

**Operations Manager
Broome Health Services**

Signature and Date: ____/____/____

**Regional Director
WACHS Kimberley**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

| Name | Signature | Date Appointed | Date Signed |
|------|-----------|----------------|-------------|
| | | | |