



## Job Description Form

HSS Registered

### Manager Health Information and Administrative Services

**Health Salaried Officers Agreement: Level G8**

**Position Number: 00013777**

**Health Information Management Service / Service 4**

#### Reporting Relationships

Executive Director, WNHS  
Award Level: AMA  
Position Number: 00005575



Title: Executive Director, Medical Services  
Award Level: AMA  
Position Number: 00008184



**This Position**



#### Also reporting to this supervisor:

- Manager, Medical Administration
- X, Pharmacy
- X, GP Liaison
- X, Post Graduate Medical Education
- X, Medical Technology Management Unit
- X, Medical Illustrations
- X, Telehealth
- X, Library and Information Services
- X, Research, Governance and Ethics

#### Directly reporting to this position:

Title	Classification	FTE
various	HSU 1-5	115 (tbc)

#### Other positions under control

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#### Prime Function / Key Responsibilities

Provide leadership, strategic and operational direction and management of the financial, material and human resources in allocated areas of responsibility in accordance with policies, philosophies, objectives and goals of the Women and Newborn Health Service (WNHS). Manage the effective and efficient delivery of administration, clerical and health information management services and provide professional and technical advice to the Executive.

## **Brief Summary of Duties**

### **Leadership and Management**

1. Leads and provides strategic and operational direction, and planning and management of the human, financial and material resources for area of responsibility in accordance with the policies, philosophies, objectives and goals established through consultation with staff and in accordance with the directions of the Women and Newborn Health Service. Areas of accountability include – patient systems, medical records services, admission and discharge services, patient enquiries, non-admitted services, administrative support services, information requests and medical typing.
2. Manage allocated budget through management of human, financial and material resources for area of responsibility and evaluate budgetary outcomes. Allocate resources in a manner that delivers results and be accountable for ensuring identified targets are met.
3. Coordinate and direct daily operational management of areas of responsibility while retaining responsibility for overall performance of all positions under direct supervision. Collaborate with section supervisors to co-ordinate and monitor statistical information for measuring and monitoring performance levels in areas of accountability.
4. Provide professional guidance and mentorship, including professional development reviews consistent with contemporary standards. Participates in own annual performance development review.
5. Build teams with complementary skills by encouraging and motivating people to engage in continuous learning, and empowering them by delegating tasks and ensuring evidence based, outcome focused culture of improving performance.
6. Maintain open and collaborative (verbal and written) communication and relationships with relevant stakeholders (internal and external to area of responsibility and organisation), and develop strategies to proactively manage key reforms, support effective change management and work toward mutually beneficial outcomes.
7. Positively and effectively represents the areas of accountability on WNHS internal and external committees and forums as required, including contributing to health information management planning at an area health service/state level as appropriate.
8. Conduct ongoing assessment, development and implementation of policies and procedures within areas of accountability to ensure efficiency and the achievement of WNHS objectives while meeting NMHS and Department of Health standards.

### **Healthcare Information Management**

9. Ensure the development and maintenance of systems that support the generation of timely, secure and accurate information to meet corporate and clinical requirements, including ABF/ABM. Act as the nominated custodian at WNHS for a portfolio of corporate and clinical information systems.
10. Ensure the maintenance of Australian Medical Record Standards and legislative requirements and compliance in meeting the Australian Council of Healthcare Standards guidelines. Develop and monitor operational plans to ensure the services meet all obligations for accreditation and statutory requirements, standards and guidelines.
11. Ensure processes for the service-wide release of medical information from the medical record or other sources of stored patient data meet all legislative requirements.
12. Identify, analyse and evaluate trends and activity, and maintain an expert awareness of key reform initiatives and innovations in health information management.
13. Coordinates the activities of Health Information Management students on practical placements, including supervision and assessment.

**NMHS Governance Safety and Quality Requirements**

14. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision
15. Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
16. Completes mandatory training (including safety and quality training) as relevant to role.
17. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
18. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
19. Undertakes other duties as directed.

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Demonstrated management experience in the area of Health Information Management or related activities in a healthcare setting, including planning, directing and organising staff to meet targets within allocated budget.
2. Highly developed interpersonal, communication and negotiation skills at a senior level.
3. Demonstrated knowledge of contemporary human resource management practices particularly in relation to change management.
4. Experience in the development and implementation of continuous quality improvement activities and practices including policy review and implementation in relation to Health Information Management and administration and clerical support.
5. Highly developed analytical and problem solving skills.
6. Sound knowledge of health information systems, standards, regulations, legislation and accreditation standards and their practical application in a hospital environment, including knowledge of patient administration systems (e.g. TOPAS) and clinical information systems (e.g. iCM) and the ability to deal with confidential information.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### **Desirable Selection Criteria**

1. Qualification in Health Information Management or approved equivalent and eligibility for membership/registration with the HIM Association of Australia.
2. Knowledge of health industry issues and trends and the implications for the delivery of both health care and health information services.
3. Policy formulation, implementation and evaluation skills.

### **Appointment Prerequisites**

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## **Certification**

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

<b>Manager/Supervisor</b>	<b>Dept./Division Head</b>	<b>Position Occupant</b>
Name:	Name:	Name:
Signature/HE:	Signature/HE:	Signature/HE:
Date:	Date:	Date: