



Job Description Form

HSS Registered

Manager Women's Health Information

Health Salaried Officers Agreement: Level G-8

Position Number: 00008593

Women's Health, Genetics and Mental Health

Women and Newborn Health Service

Reporting Relationships

Executive Director
 Position Number: 00005575



Service Co-Director
 HSO Level G-11
 Position Number: 00008756



This Position



Also reporting to this supervisor:

- Director Allied Health Services, HSO G10, 0.50 FTE
- Manager, WACCPP HSO G9, 1.0 FTE
- State Coordinator Perinatal MH, HSO G9, 1.0 FTE
- Consultant Clinical Psychologist, HSO P4, 1.0 FTE
- Manager SARC, HSO P5, 1.0 FTE
- Manager Women's Health Strategy & Programs, HSO G9, 1.0 FTE
- Coordinator Nursing - Mental Health, ANF SRN L7, 0.60 FTE
- Executive Assistant HSO G4 1.0 FTE
- Research and Project Officer HSO G6 0.6FTE

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

- NIL

Prime Function / Key Responsibilities

Manages all aspects of health information collection and data analysis within the Women's Health, Genetics and Mental Health (WHGMH) Directorate including administration of clinical information databases and other relevant data systems associated with women's health. Develops, implements and evaluates women's health information collection strategies, training and reporting requirements to ensure compliance with WNHS, State and National data requirements

Brief Summary of Duties (in order of importance)

1. Health Information Management

- 1.1 Manages all aspects of the Women's Health, Genetics and Mental Health (WHGMH) Directorate health information including data collection, analysis, evaluation, standards compliance, quality improvement and functionality development.
- 1.2 Administers and supports the Directorate information systems including PSOLIS, Allied Health System (AHS), risk management registers and research data bases. Provides ongoing support to all staff in respect to administrative and clinical functionality of information systems.
- 1.3 Develops, implements and evaluates strategies to enhance reliability and ensure quality and sustainability of data collection for all clinical databases and registers.
- 1.4 Coordinates delivery of training and support relating to women's health information collection for all staff within the Directorate and provides training as required.
- 1.5 Based on data analysis, liaises with Managers for the improvement of data collection, facilitates knowledge of outcome measures, data interpretation, health service activity trends and performance against targets set.
- 1.6 Develops and implements women's health information collection monitoring processes and ensures compliance with requirements of WHGMH clinical performance reporting and key performance indicators as well as State and National reporting requirements.
- 1.7 Acts as the key resource within the Directorate for all matters relating to women's health information collection and maintains an expert awareness of relevant trends and issues associated with women's health and mental health consumer outcome measurement at a State and National level
- 1.8 Provides Directorate and Health Service representation at local and State level committees and working groups related to women's health and mental health ICT, information collection and reporting, liaising with the State's various user groups and Health Information Network
- 1.9 Coordinates the provision of women's health information reports to ensure compliance with local, state and national requirements

2. Leadership

- 2.1 Provides leadership and direction as the Mental Health Clinical Information System (PSOLIS) Delegated Data Custodian for the Health Service with operational responsibility to manage system access, security, data quality and data release in accordance with State and National requirements.
- 2.2 Provides strategic leadership and direction to the Co-Directors and Managers in the development, implementation and evaluation of business practices and clinical procedures in response to data analysis to meet changing health service delivery and health information requirements.
- 2.3 Provides leadership on key strategic projects in health information management and ensures ongoing systematic application of continuous quality improvement activities.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service, WNHS and Departmental / Program specific policies and procedures.

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- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 3.7 Conducts activities in compliance with the Mental Health Act 2014 and National Mental Health Standards.
- 3.8 Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated high level knowledge, understanding and application of information systems (Mental Health Clinical Information Systems and registers including PSOLIS), analysis and interpretation of data and as mechanisms of reporting health related information to key stakeholders.
2. Demonstrated high level knowledge and expertise in relation to understanding the frameworks for outcomes and case-mix collection: including collection protocols, data collection reporting (State and Territory Technical Specifications) and integration into clinical practice.
3. Demonstrated experience in project management related to clinical services, inclusive of planning, implementation, evaluation and facilitating, training and education.
4. Demonstrated leadership skills and highly developed interpersonal communication (verbal and written) negotiation skills and well-developed conceptual, analytical research and problem solving skills
5. Sound knowledge and understanding of continuous quality improvement principles consistent with National Safety and Quality Health Service Standards that direct clinical practice and Key Performance Indicators.
6. 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. Relevant tertiary level qualification in Health Information Management, health science, behavioural or social sciences or equivalent relevant experience.
2. Knowledge of current trends in mental health and women's health at a State and National level and its implications for delivery of both health care and health information services.
3. Extensive knowledge of the mental health area at a State and National level with previous clinical experience at a senior level within a health service.

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.

Manager/Supervisor

Name: JENNY O'CALLAGHAN
Signature/HE: HE31235
Date:

Dept./Division Head

Name: JENNY O'CALLAGHAN
Signature/HE: HE31235
Date:

Dept./Division Head

Name: MEGAN GALBALLY
Signature/HE HE125317
Date:

Position Occupant

Name:
Signature/HE: he119831 20/02/2018