



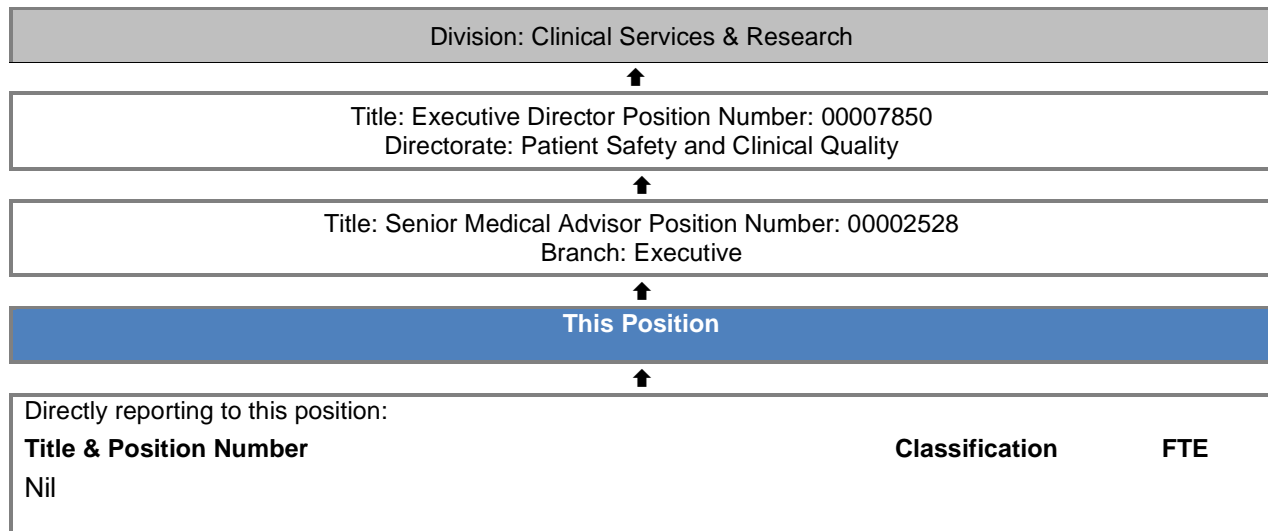
POSITION DESCRIPTION

Position Number	00013916
Position Title	Data Manager
Classification	PSO Level 7
Division	Clinical Services and Research
Directorate	Patient Safety and Clinical Quality
Branch	Executive
Position Status	Temporary
Award	Public Service and Government Officers General Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

Develops and manages the clinical quality component of the Cubes of Cancer Activity (CoCA) operational system. Undertakes the development work for the cancer clinical quality data, in order to fully scope the collection and ensure complete data provision from sites. Develops data collection processes, appropriate documentation, and training functions of the core and satellite information systems. Develops and manages a data quality assurance program to ensure the collection maintains high quality data that is sufficient to meet local reporting obligations. Provides advice to clients on the use and meaning of the data.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

1. DATA COLLECTION AND MANAGEMENT

- 1.1 Scopes the clinical quality component of the Cubes of Cancer Activity (CoCA) operational system, to ensure that all relevant data sources are identified.
- 1.2 Establishes, manages and ensures the ongoing development of the clinical quality component of the WA Department of Health's state-wide CoCA operational system.
- 1.3 Facilitates the collection of CoCA clinical quality data by establishing processes for the provision of data from relevant sites.
- 1.4 Manages the ongoing technical development and improvement of the clinical quality component of the CoCA data collection, including liaising with Information Technology stakeholders to ensure additions to the collection are successfully implemented.
- 1.5 Establishes and maintains the infrastructure for a centralised cancer clinical quality data collection by:
 - Defining data element specifications for use by providers and users of the CoCA clinical quality data
 - Establish and maintain the business rules for the collection, ensuring that they are communicated to providers and work practices are consistent with the business rules.
 - Defining quality assurance processes for the collection of data items for CoCA.
- 1.6 Defines clerical and IT processes and procedures for the on-going operation, maintenance and development of the CoCA operational system.
- 1.7 Creates, maintains and executes software specific syntax (eg SQL, SAS syntax).
- 1.8 Ensures that appropriate data access and security policies and practices are in place so that data are captured, stored, used and disclosed according to agreed protocols including those related to privacy and confidentiality.
- 1.9 Develops a program of user acceptance testing for system changes as appropriate.

2. EDUCATION , TRAINING AND LIAISON

- 2.1 Liaises with data providers (medical, nursing and medical support staff) to coordinate data collection practices and ensure all information is completed for clinical record keeping, audit and research purposes.
- 2.2 Develops and presents education and training material to data entry officers working in the Health Service Providers in regard to data management requirements.
- 2.3 Develops and presents education and training material to CoCA users and maintains the security of the application.

3. DATA EVALUATION AND REPORTING

- 3.1 Liaises with internal and external stakeholders to facilitate the effective collection and dissemination of data.
- 3.2 Defines edit rules for the collection of cancer clinical quality data items and ensures that the edits are applied effectively to the data.
- 3.3 Produces documentation and metadata for data providers and users of the data to facilitate the collection and dissemination of the data.
- 3.4 Contributes to the development of appropriate outputs to be used by the Patient Safety and Clinical Quality Directorate and the Department of Health for the purposes of reporting and quality improvement.
- 3.5 Conducts statistical analyses, produces regular reports and fulfils ad hoc data requests.

4. OTHER

- 4.1 Performs other duties as directed.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

1. Demonstrated understanding of the concepts, processes and procedures associated with developing and managing a data collection.
2. Ability to set appropriate standards for the collection of high quality data and the capacity to implement changes that improve the quality of data collected.
3. Experience in the analysis and interpretation of health related data sets and the utilisation of these to provide data to meet stakeholder's needs.
4. Excellent verbal and written communication skills and interpersonal skills including negotiation skills.
5. Demonstrated project management skills including the ability to plan, prioritise, make decisions, meet deadlines and manage resources.
6. Evidence of high level conceptual and analytical problem solving skills.
7. Considerable experience in systems development and relational database management and implementation of business intelligence solutions.
8. 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. Tertiary or postgraduate qualification in a relevant discipline (e.g. statistics).
2. Experience in and knowledge of WA Health.

Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE:

Created on: August 2017
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HSS REGISTERED