



HSS REGISTERED

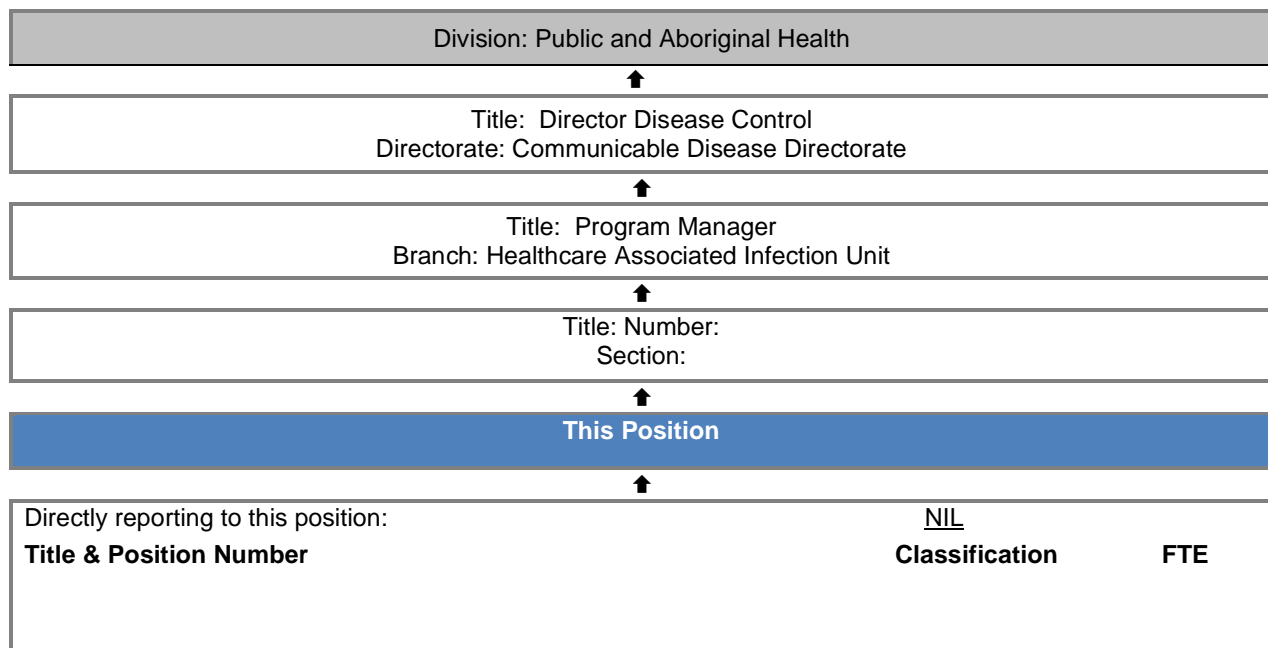
POSITION DESCRIPTION

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|------------------------|--|
| Position Number | 00014308 |
| Position Title | Senior Program Officer - Infection Prevention and Control System (IPACS) |
| Classification | PSO Level 7 |
| Division | Public & Aboriginal Health |
| Directorate | Communicable Disease Control Directorate |
| Branch | Healthcare Associated Infection Unit |
| Award | Public Service and Government Officers CSA General Agreement |

ORGANISATIONAL ENVIRONMENT

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|--------------------|---|
| 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

This position is responsible for the management and oversight of the Infection Prevention Control System (IPACS) which will host the Healthcare Infection Surveillance Western Australia (HISWA) surveillance data for healthcare associated infections (HAIs) and multi-resistant organisms (MROs), ensuring that the system provides functionality for collection, processing, analysis and reporting of these data.

The position will be the key liaison between IPACS technical and project staff within the Health Support Services (HSS) Division and the IPACS Vendor to ensure the data collection is secure, efficiently maintained, used appropriately, and is effectively developed to enable accurate and accountable data/information release.

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.

PROGRAM MANAGEMENT

1. As the System Manager contact point for IPACS, is responsible for the management and oversight of IPACS to ensure that the HAI and MRO data collection is supported through coordination, processing, analysis, and data/information provision through the transition to and ongoing use of the new System
2. Provides expert advice, guidance and leadership to Health Service Providers (HSPs) and other key stakeholders in relation to the use and application of the System and information within IPACS.
3. Identifies training needs and provides access to education and training to HSP users of IPACS.
4. Provides expert advice on collection, retrieval, and analysis processes of information and data contained within IPACS and ensures data release processes are managed in accordance with System Manager policies.
5. Develops the interface between the IPACS and the HISWA surveillance system to enable and enhance functionality and timeliness of reporting of the HAI data, including web-based and on-line content.
6. Assists in the development of infection prevention and control policy in collaboration with other members of the Healthcare Associated Infection Unit (HAIU) and external stakeholders, through research and evaluation of the data provided by IPACS.
7. Performs enhanced analysis of IPACS surveillance data to develop and answer research questions regarding the epidemiology of HAIs and other infectious diseases in WA.
8. Designs and maintains data dictionary for the IPACS.

STAKEHOLDER ENGAGEMENT

9. Liaises with IPACS technical and project staff within HSS and the IPACS vendor to ensure the data collection is secure, efficiently maintained, used appropriately, and is effectively developed to enable accurate and accountable data relevant to HAI and MRO monitoring.
10. Provides expert advice to the lead governing committee(s) for IPACS on matters relating to the system, including progress reports and any need for future enhancements.
11. Develops and maintains effective relationships with the IPACS governance groups, the Contract Manager, representatives from the HSPs utilising IPACS and other agencies that

utilise infection surveillance data or information from within IPACS.

12. Represents the Department of Health on committees and working groups with respect to IPACS, participates in the Healthcare Infection Council of WA (HICWA) and the WA Multi-resistant Organism (WAMRO) expert advisory committees and undertakes projects arising from these Committees that are relevant to the IPACS.

OTHER

13. Creates a work environment that is safe, fosters equity and diversity, enables the achievement of personal and health service goals, and facilitates accomplishment of designated roles and deliverables.
14. Performs other duties as required.

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 knowledge and understanding of the methodology used for the surveillance of healthcare associated infections and ability to interpret clinical information.
2. Excellent written and verbal communication skills, including the ability to prepare and interpret technical reports, explain technical information easily and negotiate on behalf of the Department of Health.
3. Demonstrated experience in the use of data analysis software applications, including the management and analysis of large scale data collection systems.
4. Demonstrated conceptual, analytical research and problem solving skills.
5. Demonstrated project management skills and ability to show initiative.

Desirable Selection Criteria

1. Tertiary qualification in a healthcare related discipline and / or post-graduation qualification in epidemiology and/or infection prevention and control.
2. Knowledge of the data custodianship processes within the Department of Health.
3. Knowledge and understanding of the Western Australian health system.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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: |