Government of **Western Australia**
East Metropolitan Health Service

Area Manager Clinical Coding
Health Salaried Officers Agreement; Level G8
Position Number: 602785
Corporate Services and Finance
East Metropolitan Health Service

Reporting Relationships

Chief Executive
East Metropolitan Health Service
Position Number: TBA

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Executive Director Corporate Services and Finance
Level: HSO Class 2
Position Number: TBA

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This Position

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Directly reporting to this position:

Title	Classification	FTE
Clinical Coding Educator & Auditor	HSO Level G5	4.0
Clinical Coder	HSO Level G4/5	13.35
Clinical Coder	HSO Level G4	3.5
Trainee Clinical Coder	HSO Level G3	2.0
Clerical Coding Clerk	HSO Level G2	2.7

Also reporting to this supervisor:

- Director Finance, HSO Level G12, 1.0 FTE
- Area Director, Inf, HM & HSS, HSO Level G12, 1.0 FTE
- Director, Human Resource Service, HSO G12, 1.0 FTE
- Executive Secretary, HSO Level G4, 1.0 FTE
- Manager – Audit, Policy & Risk, HSO G10, 1.0 FTE
- Manager – Business Operations, HSO G10, 1.0 FTE
- Area Director HTMU, HSO P7, 1.0 FTE

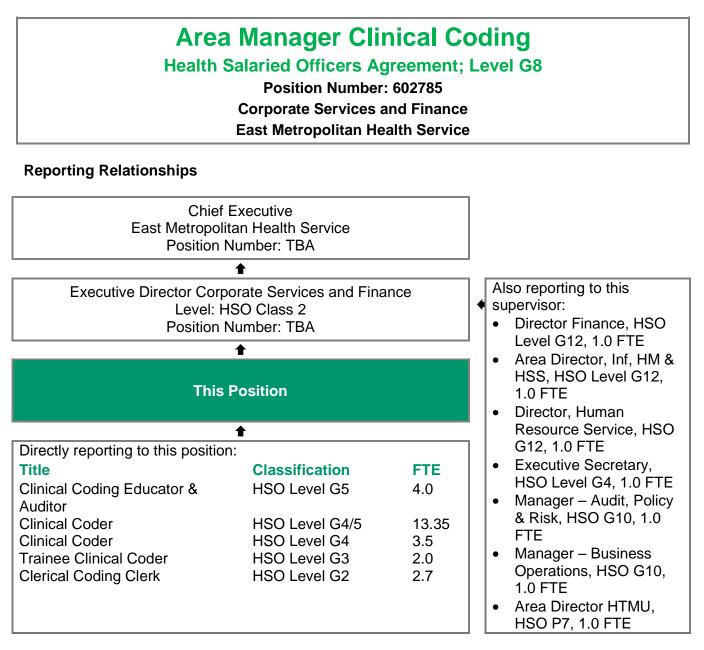**Key Responsibilities**

This role will strategically lead, manage, plan, direct and control the activities of clinical coding services within EMHS, to ensure an efficient and effective delivery of an integrated service. It is responsible for ensuring EMHS meets its financial management and reporting obligations for clinical coding in an Activity Based Funding environment and for providing reports and evaluation of data and statistics for clinical, analytical and administrative purposes. As a member of the Corporate Services and Finance management team the role participates in strategic planning, policy development, performance monitoring and assists the Executive Director, Corporate Services and Finance in the management of human, financial and physical resources of the Division.

Brief Summary of Duties (in order of importance)

1.   Leadership & Strategic Management

1.1   Develops and implements strategies, policies, procedures, standards and systems that support and promote best practice in the provision of services, ensuring that all legislative and Department of Health requirements are met.

1.2   Manages and directs the Clinical Coding Service to ensure accurate and timely completion of coding in compliance with International, National, State and hospital requirements and standards to ensure to ensure organisational priorities are met.

1.3   Provides innovative leadership and strategic advice on clinical coding for EMHS.

1.4   As a member of the Corporate Services and Finance team, actively contributes and participates in Strategic planning, policy development, performance monitoring and the management of resources.

1.5   Develops and implements policy, business plans and strategies to ensure efficient and effective use of human, physical and financial resources of the service.

1.6   Directs the development, implementation and support of manual and electronic systems required to generate timely and accurate case mix data and that clinical coding services and resources are appropriate for the health service.

1.7   Develops effective working relationships across a diversity of services within and external to EMHS to progress clinical coding and attain positive outcomes.

2.   Service Evaluation, Quality & Reporting

2.1   Monitors, evaluates and reports on the performance of coding to ensure an ongoing commitment to continuous improvement principles.

2.2   Controls the collation, compilation and retrieval of health morbidity data and statistics for the EMHS coding.

2.3   Directs the planning and implementation of training/education and quality assurance strategies in relation to clinical coding.

2.4   Actively promotes and contributes to the concepts of the EQuIP accreditation process and continuous quality improvement.

2.5   Prepares briefing notes and submissions relating to coding to ED and CE.

2.6   Extracts coded data from source systems and data warehouse and conducts complex analysis of this data.

2.7   Generates reports and provides interpretation of data on coding and casemix (ABF/M).

3.   Financial/activity management

3.1   Responsible for the budget allocation and monitoring of budgetary activity for EMHS Coding.

4.   Human resource

4.1   Manages the coding workforce and oversees the recruitment/selection, placement, supervision and assessment of new clinical coders.

4.2   Responsible for the implementation and maintenance of performance management systems that support the continued development of team and individual work performance and skills.

4.3   Develops succession plans to ensure continuity and stability of management team.

5.   Professional

5.1   Provision of expert advice to the contract manager and monitoring of the overall performance and standard of coding at FSH.

5.2   Acts as an expert resource representing EMHS Clinical Coding in the provision of advice external to EMHS on projects to achieve positive outcomes for clinical coding within EMHS and for the State, such as Coding software Tenders, Scanning and e-forms projects.

5.3   Represents the EMHS coding service at committees and liaises with other health bodies and external agencies in relation to clinical coding service and Activity Based Funding/Management (ABF/M) requirements.

5.4   Contributes to the development and refinement of current classification systems and assists in the issues relating to the National Health Minimum Data Set.

5.5   Establishes effective networks with universities and other professional bodies to ensure ongoing education and training of coders.

5.6   Maintains a professional standard and undertakes continuing education and professional development as a Clinical Coder, including knowledge of casemix/ABF, hospital data requirements and hospital policy and procedure.

6.   EMHS Governance, Safety and Quality Requirements

6.1   Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.

6.2   Participates in an annual performance development review and undertakes performance development review of staff under their supervision.

6.3   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.

6.4   Completes mandatory training (including safety and quality training) as relevant to role.

6.5   Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.

6.6   Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

7.   Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated effective leadership skills within a complex and challenging health environment.
2. Proven experience in management of human, financial and physical resources in a hospital environment.
3. Demonstrated expert knowledge of clinical coding, casemix and the relationship with data quality assurance processes.
4. Experience in developing and implementing Health Information standards, policies and procedures.
5. Demonstrated ability to develop and implement strategic planning for delivery of an area wide service.
6. Highly developed interpersonal, communication and negotiation skills with the ability to liaise and consult with a range of stakeholders in various contexts.
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. Higher education Bachelor's Degree (includes honours degrees, post graduate diplomas and/or full professional qualifications) in a relevant discipline or experience being accepted as professionally equivalent.
2. Previous management experience in a Health Information Management Department.
3. Knowledge of current health industry issues and the implications on the delivery of coding.

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	**Signature** or	**HE Number**	**Date**
Dept. / Division Head Name	**Signature** or	**HE Number**	**Date**
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.			
Occupant Name **Effective Date**	**Signature** or	**HE Number**	**Date**

HSS Registration Details (to be completed by HSS)

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