



JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

		Position No:	613654
Division:	Kimberley	Title:	Regional Manager Health Information
Branch:	Corporate Services	Classification:	HSO Level G7
Section:	Health Information Services	Award/Agreement:	WA Health – HSUWA – PACTS Industrial Agreement

Section 2 - POSITION RELATIONSHIPS

Responsible To	Title:	Regional Director	Other positions reporting directly to this position:
	Classification:	HSO Class 2	
Position No:	200000		
		↑	
Responsible To	Title:	Director Corporate Services	Title Manager Finance Manager Human Resources Executive Services Coordinator Supernumerary – Exec Services Coord
	Classification:	HSO Level G11	
Position No:	200812		
		↑	
This Position	Title:	Regional Manager Health Information	
	Classification:	HSO Level G7	
	Position No:	613654	

Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>200006</td> <td>Clinical Coder (multiple)</td> </tr> <tr> <td>613528</td> <td>Trainee Coder (Broome)</td> </tr> </tbody> </table>	Position No	Title	200006	Clinical Coder (multiple)	613528	Trainee Coder (Broome)	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> </tbody> </table>	Category	Number
Position No	Title								
200006	Clinical Coder (multiple)								
613528	Trainee Coder (Broome)								
Category	Number								

Section 3 - KEY RESPONSIBILITIES

Provides leadership and support for Health Information Management within the Kimberley region in the alignment of objectives of the department including implementation of Activity Based Funding/Management (ABF/M) strategies. It provides consultative direction and support on Health Information Management issues.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity with a fair share for all.

WA Country Health Service

03 March 2017

REGISTERED

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Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	MANAGEMENT		80
1.1	Provides leadership in the direction for the health information management function within the Kimberley region.		
1.2	Manages the Health Information Management Team within the Kimberley region ensuring effective and efficient delivery of an integrated service.		
1.3	Maintain, monitor and audit the operational functionality of Patient Information Systems within the Kimberley region to ensure data integrity and processes.		
1.4	Assist in maintaining, monitoring and auditing hospital waiting lists within the Kimberley region, liaising with managers and clinicians to ensure priority of access, and provide timely and accurate reports for their management.		
1.5	Provides education to staff on information systems, documentation standards and medico-legal related topics.		
1.6	Manages and monitors training requirements and standards within Patient Administration systems to ensure accurate and timely data quality.		
1.7	Identifies patient information needs and develops and reviews strategies and plans for the capture, management, dissemination of, access to, and final disposal of patient information.		
1.8	As a member of the HIM Network contributes to the development of the standardisation of policy, procedures and standards in health information management, aligned to the requirements of the organisation, the broader WA Health agenda and legislative requirements.		
1.9	Manages an accurate and timely coding service at a regional level.		
1.10	Supports the implementation of Activity Based Funding and Management in the region through education, strategy development and the use of health service data.		
1.11	Leads and coordinates the EQuIP National Program in relation to the health and information management function for the region		
1.12	Provides regional support to key strategy projects in health information management and business case development.		
1.13	Develops systems, supports and provides information to finance services to ensure accurate classification and timely billing of patients.		
2	STATISTICAL INFORMATION		10
2.1	Provides senior management with information and reports on health service activity trends and key performance indicators that support management decisions.		
2.2	Undertakes statistical analysis for research and planning purposes, providing timely and accurate reports to assist planning and organisational reporting.		
2.3	Arranges for the collection, compilation and retrieval of regional health information statistics.		
3	QUALITY IMPROVEMENT		5
3.1	Provides advice and direction to staff within the Kimberley region for improving the collection, counting, and classification of health service activity and the related impact on activity projections, service costing and funding.		
4	OTHER		5
4.1	Develops staff orientation and training programs.		
4.2	Actively participates in performance development systems as a manager and as an employee.		
4.3	Represents the region at committees and forums and liaises with other health industry organisations in regard to the health information management function and other matters consistent with the scope of responsibilities		
4.4	Other duties as requested by the Manager.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

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Section 5 - SELECTION CRITERIA

ESSENTIAL:

1. Demonstrated experience in the area of health information management or related activities in a healthcare environment including sound knowledge of health information standards, regulations and legislation.
2. Sound understanding and application of information systems, analysis of information and mechanisms of reporting health related information to key stakeholders.
3. Awareness and understanding of activity based management principles.
4. Highly developed interpersonal, communication and negotiation skills.
5. Demonstrated ability to lead and work effectively as part of a team.
6. Demonstrated high level conceptual, analytical, planning and problem solving skills.
7. Demonstrated knowledge and understanding of continuous quality improvement principles and their practical application in systematically evaluating and meeting customer needs.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment, people management and service delivery.
9. Current C or C-A class drivers licence and the ability and willingness to travel within the region.

DESIRABLE:

1. Tertiary qualification in Health Information Management or approved equivalent, or significant progress towards, and eligibility for membership/registration with the HIM Association of Australia.
2. Knowledge of current health issues and the organisational culture of rural health services.

Section 6 – APPOINTMENT FACTORS

Location	Broome	Accommodation	As per WACHS Kimberley Accommodation Policy
Allowances/ Appointment Conditions	<p>Appointment is subject to:</p> <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance. • Successful Pre- Placement Health Screening clearance • Evidence of current C and C-A current Drivers Licence <p>Allowances include:</p> <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable • Air Conditioning Subsidy as applicable • Additional week Northwest Leave 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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



Signature and Date: ____/____/____
Director of Corporate of Services
WACHS Kimberley

Signature and Date: ____/____/____
Regional Director
WACHS Kimberley

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed