



HSS Registered

Patient Information Systems Trainer

Health Salaried Officers Agreement: Level G5

Position Number: 104469

Health Information Management Services

Royal Perth Hospital / Royal Perth Bentley Group / East Metropolitan Health Service

Reporting Relationships

Chief Business Manager
Award Level: HSO G11
Position Number: 602383



Manager HIMS
Award Level: HSO G9
Position Number: 603139



Patient Information System Administrator
Award Level HSO G6
Position Number: 601393



THIS POSITION

Nil



Also reporting to this supervisor:

- Title, Level, FTE
- Patient Information Systems Coordinator, HSO G6, 1 FTE
- Freedom of Information Coordinator HSO G6, 2 FTE
- Coordinator Outpatient Clerks HSO G5, 1 FTE
- Coordinator After Hours Clerk HSO G5, 1.2 FTE
- Coordinator Emergency Clerks HSO G5, 1 FTE
- Coordinator Secretarial Unit HSO G5, 1 FTE
- Coordinator Medical Records Clerks HSUO G5, 1 FTE
- Coordinator Ward Clerks HSO G5, 1 FTE
- Coordinator Health Records –Bentley Campus HSO G5, 1 FTE
- Coordinator Communications HSO G4, 1 FTE

Key Responsibilities

Provides training and support for new and existing staff for TOPAS/WebPAS, iCM, CPOE, MeRits, NaCS, eReferrals and provides a computer support role for HIMS.

Brief Summary of Duties (in order of importance)

1. Role

- 1.1 Conducts, TOPAS/WebPAS, iCM, CPOE, MeRiTS, NaCS and eReferral training as required throughout RPBG sites for both new and existing staff members.
- 1.2 Provides ongoing support to all hospital staff (clinical and clerical) in the use of TOPAS/WebPAS, iCM, CPOE, MeRiTS, NaCS and eReferral.
- 1.3 Develops all TOPAS/WebPAS, iCM, CPOE, MeRiTS, NaCS and eReferral training programs and assists in the development of iCM training program.
- 1.4 Ensures training programs and materials are reviewed and meet organisational needs.
- 1.5 Coordinates Training schedules, prepares training documentation for all applications and coordinates bookings for the HIMS Training Room.
- 1.6 Assists in the development of documentation relating to TOPAS/WebPAS, Icm, CPOE, MeRiTS, NaCS and eReferrals, including policy and procedural changes.
- 1.7 Provides a computer support role for HIMS and liaises with the Information Services Department on all IT matters relevant to the department.
- 1.8 Liaises with the Patient Systems Administrator regarding technical aspects of the system and assists with System Administration and action resolution of problems as required.
- 1.9 Conducts evaluations of all training provided, and reports regularly to Patient Systems Administrator.
- 1.10 Assists with the development of acceptance test plans and completes acceptance testing of TOPAS/WebPAS, iCM, CPOE, MERITS, NaCS and eReferral when required.
- 1.11 Covers the annual leave of Patient Information Systems Administrator as required.
- 1.12 Maintains system security in accordance with hospital policy for all applications.
- 1.13 Undertakes other relevant duties as requested by Manager, HRMS.
- 1.14 Participates in Performance Management.
- 1.15 Facilitates and participates in Quality Activities.

2. EMHS Governance, Safety and Quality Requirements

- 1.1 Participates in the maintenance of a safe work environment.
- 1.2 Participates in an annual performance development review.
- 1.3 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.
- 1.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 1.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 1.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Demonstrated supervisory/trainer level knowledge of the Patient Information systems.
2. Demonstrated training and presentation skills.
3. Demonstrated experience in a range of computer applications.
4. Demonstrated high-level communication skills.
5. Proven ability to work independently with good analytical and problem solving skills.
6. Proven ability to produce documentation for use by a wide-ranging audience.

Desirable Selection Criteria

1. Demonstrated knowledge of patient administration practices and procedures.
2. Relevant experience in a health-care environment.
3. Knowledge of Disability Services – Awareness of access to health services that affect clients of this position.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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

Occupant Name	Signature	or	HE Number	Date
Effective Date				

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on
	10 October 2018