



HSS REGISTERED

Manager ICU Clinical Information System

Health Salaried Officers Agreement: HSO Level G8

Position Number: 115558

Theatre Management, Fiona Stanley Hospital Group
South Metropolitan Health Service

Reporting Relationships

ED Fiona Stanley Fremantle
Hospital Group
Position Number: XXXXXX



Head of Service Intensive Care
Position Number: TBC



This Position



Directly reporting to this position:

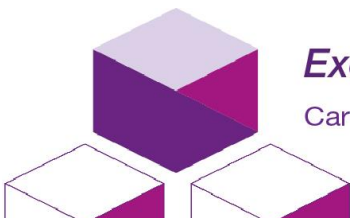
Title	Classification	FTE
• Clinical Application Trainer		
• Clinical Nurse – ICU CIS Portfolio		



Also reporting to this supervisor:
• Various

Key Responsibilities

Provides leadership and expert clinical knowledge to develop implement, support the ICU Clinical Information System (ICU CIS) for Fiona Stanley Hospital. Key responsibilities focus on detailed clinical workflow analysis and incorporation of the important ICU clinical and research processes into the configuration of the application. Provide clinical and technical input in order to facilitate data extraction and analysis for the purposes of research, audit activity as well as corporate and clinical reporting. Coordinate the user training and provide online and bedside support to all staff for the ICU CIS.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties

1. Leadership and Management

- 1.1. Ensures the capture of all ICU clinical workflow processes in the configuration of the ICU CIS application.
- 1.2. Develops, implements, coordinates and monitors robust quality assurance process to ensure the integrity and validity of ICU CIS data across the Fiona Stanley Hospital in alignment with Department of Health mandated standards and policies.
- 1.3. Provides consultancy to relevant staff in the Intensive Care Unit including development of innovative techniques for complex problem solving, both within and external to the hospital/health service.
- 1.4. Works collaboratively with key stakeholders across FSFHG to develop the systems, processes and projects required to ensure efficient, effective and responsive operation of the ICU CIS in line with organisation's strategic direction.
- 1.5. Analyses, develops and implements strategic direction and planning to maintain the ICU CIS, including quality assurance, information products, reporting, analysis and responding to data enquiries and investigations.
- 1.6. Ensures that all administrative functions are completed within the mandate of the position.
- 1.7. Responsible for the management, retrieval, interpretation and analyses of data and analytical problem solving to ensure the quality, completeness and integrity of data and the appropriateness and timeliness of reporting requirements and information product deliverables.
- 1.8. Responsible for ensuring datasets are audited and reported, relating to ICU requirements, to stakeholders such as business units and Department of Health.
- 1.9. Coordinates and evaluates education and training programs for the ICU CIS within the hospital, delivered by the clinical Application Trainer – ICU CIS.
- 1.10. Assists HTMU with support, maintenance, development and database management of the ICU CIS.
- 1.11. Develops and implements policies, procedures and training material to support consistency in the use of the ICU CIS.
- 1.12. Develops, implements and evaluates education and training programs for FSFHG ICU CIS and purpose built information products to relevant end-users.

2. Quality and Performance Innovation

- 2.1. Provides leadership in the coordination and implementation of quality improvement activities. This includes active involvement as a member of the Meta vision BUG.
- 2.2. Uses effective change management strategies to improve practice both internal and external to the hospital/health service.
- 2.3. Informs and participates in the development and implementation of strategic direction and planning to maintain ICU CIS imperatives, including reporting, analysis and responding to data detail.

3. Project Management

- 3.1. Participates in ICU CIS projects by assisting with planning, implementation, evaluation and change management.
- 3.2. Monitors projects to ensure timeframes and performance targets are met.
- 3.3. Uses effective change management strategies in the implementation of process re-design and business solutions.
- 3.4. Assists future project teams in processes related to the Clinical Service Redesign methodology.
- 3.5. Completes reports and Business Cases as required, utilising ICU CIS data.
- 3.6. Initiates and analyses investigations using ICU CIS data to support the implementation of solutions.

4. SMHS Governance, Safety and Quality Requirements

- 4.1. Ensures as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3. Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated significant knowledge of ICU clinical workflow processes and significant clinical experience in a tertiary Intensive Care Unit.
2. Demonstrated highly developed skills in computer applications including Metavision database and application, spreadsheets and office productivity applications and developing complex and routine reports.
3. Demonstrated high level communication skills including working with others effectively and an ability to negotiate, influence and maintain cooperative working relationships towards targeted outcomes.
4. Demonstrated highly developed conceptual and analytical and problem solving skills, including demonstrated ability in the application of research and best practice principles and experience undertaking activities utilising the quality review cycle and aligned with the National Safety and Quality Health Services Standards.
5. 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. Understanding of ICU research and national benchmarking processes.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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	Signature	or	HE Number
Effective Date			Date
HSS Registration Details (to be completed by HSS)			
Created on	December 2018	Last Updated on	March 2019