



## HSS REGISTERED

# Area Coordinator Mental Health Information Systems

Health Salaried Officers Agreement; HSO Level G7

Position Number: 003322

Clinical Service Planning & Population Health

South Metropolitan Health Service

## Reporting Relationships

Executive Director - Clinical Service Planning & Population Health  
HES Executive Grade B  
Position Number: 002816



Manager Service Planning  
HSO Level 10  
Position Number: 115383



**This Position**



Directly reporting to this position:

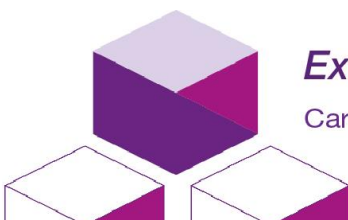
Title	Classification	FTE
nil		



Also reporting to this supervisor:  
• Title, Level, FTE

## Key Responsibilities

Coordinates and manages the Mental Health Information Systems. Responsible for the development and coordination of training of all relevant staff in the use of all Mental Health Information Systems. Acts as an adviser on application and development of Mental Health Information Systems. Monitors overall compliance with the management of information relevant to the WA Mental Health Act.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

1. Coordinates and oversees the Mental Health Information Systems.
2. In partnership with the SMHS services, coordinates and manages the planning, design, implementation and maintenance of any new Mental Health Information Systems.
3. Represents the SMHS Mental Health Services on relevant Mental Health Information System committees.
4. Provides direction and expert advice to relevant committees on Mental Health Information Systems.
5. Supports the keeping of records and statistics in accordance with established procedures.
6. In conjunction with the local mental health services, determines data collection protocols are consistent with the National Outcome Casemix Collection (NOCC).
7. Assists in ensuring provisions under the WA Mental Health Act are adhered to in relation to health information services and other health industry legislation.
8. Coordinates in conjunction with local administrators, the development, implementation and maintenance of training in Mental Health Information Systems.
9. Responsible in conjunction with the local administrators for the design, development and standardisation of training materials/manuals throughout mental health services in the South Metropolitan Health Services.
10. In conjunction with SMHS Staff Development, ensures that orientation programs are inclusive of all relevant user documentation.
11. Utilises relevant systems to provide reports as required.
12. Creates and maintains dashboards of relevant performance indicators and statistics as required to meet the requirements of stakeholders.
13. Provides activity statistics to the Health Information Centre, DOH on request.
14. Provides support to relevant staff members.

### **1. SMHS 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 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.
- 1.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 1.5 Performs duties in accordance with Government, WA Health, South 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.

### **2. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Extensive experience working with patient information administration systems within an integrated Health Service.
2. Experience working with data reporting tools, dashboards and spreadsheets.
3. Experience in management of medical records and associated clerical functions.
4. Well-developed interpersonal and communication skills, both written and oral.
5. Demonstrated experience in the delivery of systems based training.
6. Demonstrated organisational, analytical and problem solving skills.
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. Tertiary qualifications in Health Information Management or a related discipline progress towards or the equivalent in health based experience.
2. Previous experience working with Mental Health Information Systems.
3. Current knowledge of the *Mental Health Act 2014* and associated documentation.

### 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.

<b>Peta Williams</b>		<b>HE06318</b>	<b>17/11/2020</b>
<b>Manager / Supervisor Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Dept. / Division Head Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>

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

<b>Occupant Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

**HSS Registration Details (to be completed by HSS)**

<b>Created on</b>	<b>Last Updated on</b>	<b>January 2021</b>
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