



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Data Support Officer

Health Salaried Officers Agreement: G-4

Position Number: CG008658

WA Cancer & Palliative Care Network Clinical Implementation Unit

North Metropolitan Health Service

Reporting Relationships

Director of Nursing, WA Cancer & Palliative Care Network
 HSO Level: G-12
 Position Number:CG005506



Manager, Data & Screening Strategy
 HSO Level: G-9
 Position Number: CG006368



This Position



Also reporting to this supervisor:

- Project Coordinator Cancer Database HSO G-7
- Projects Coordinator Cancer HSO G-7
- Project Officers HSO G6

Directly reporting to this position:

Title	Classification	FTE
N/A		

Other positions under control

NIL

Prime Function / Key Responsibilities

Responsible for extracting, collating and presenting data from the National Cancer Screening Register (NCSR) to support the implementation of the National Bowel Cancer Screening Program in Western Australia (WA) and ensure compliance with reporting and data sharing requirements at state and national levels.

Brief Summary of Duties

Data analysis

- 1.1 Retrieves data as required for reporting purposes from the National Cancer Screening Register portal pertaining to the National Bowel Cancer Screening Program with the production of clinical and monitoring reports.
- 1.2 Responsible for ensuring accurate and consistent data extraction from NCSR portal.
- 1.3 Undertakes quality activities and routinely checks data for errors and inconsistencies and applies quality principles to all duties performed.
- 1.4 Liaises with relevant staff to coordinate data collection practices and ensures all information is completed for clinical record keeping, audit and research purposes.
- 1.5 Responsible for compiling and analysing statistical data for the purpose of KPI reporting and research projects utilising Microsoft Access and Excel.
- 1.6 Responsible for compiling dashboard reports for the use of departmental staff.
- 1.7 Provides feedback to Head of Department regarding gaps in data collection and retrieval. Makes recommendations re enhancements to databases.

2. Performance, Quality Improvement and Compliance

- 2.1 Monitors and reports on WA performance against agreed KPIs.
- 2.2 Tests system enhancements to NCSR portal as required.
- 2.3 Provides high level support to the Manager with development and implementation of quality control procedures and protocols associated with data quality.
- 2.4 Maintains appropriate benchmarks to promote best practice for National Bowel Cancer Screening Program in WA.
- 2.5 Performs duties to support the National Bowel Cancer Screening Program in WA, in accordance with national agreements and guidelines.
- 2.6 Facilitates and participates in quality activities and contributes to the process of continuous improvement of services and work practices.
- 2.7 Promotes awareness of and ensures compliance with
 - clinical and/or corporate governance requirements; and
 - legislative and other regulatory requirements.

3. Training Support

- 3.1 Assists the Manager with the design, delivery and evaluation of induction and training programs specific to NCSR portal.
- 3.2 Delivers staff training programs and maintains training register for NCSR portal.
- 3.3 Updates and maintains procedure manuals for NCSR portal.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment
- 4.2 Participates in an annual performance development review.
- 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, North 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 computer skills with experience in MS Office applications and medical information systems, including the retrieval of information and the preparation of statistical/performance reports.
2. Demonstrated, analytical and synthesis skills.
3. Demonstrated effective organisational and time management skills, including the ability to coordinate and prioritise competing issues and the ability to work under pressure and meet deadlines.
4. Well-developed interpersonal, verbal and written communication skills with the ability to liaise effectively with staff at all levels and write reports and procedure manuals.
5. Ability to work with minimal supervision and in a team environment.

Desirable Selection Criteria

6. Knowledge of/ experience in a health care environment.
7. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of 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: Kathleen O'Connor
Signature/HE: He85609
Date: 07/01/2021

Dept./Division Head

Name: Karen Taylor
Signature:
Date:

Position Occupant

Name:
Signature:
Date:

Created On: May 2021

Last Updated On: May 2021

HSS REGISTERED