



HSS Registered March 2022

Deputy Manager, Health Information Management Services

Health Salaried Officers Agreement: HSO Level G7

Position Number: 115256

Health Information Management Services / Clinical Services

Fiona Stanley Hospital / South Metro Health Service

Reporting Relationships

Director of Clinical Services
 Award Level: AMA 16-24
 Position Number: 113013



Manager, Health Information Management Services
 Award Level: HSU 9
 Position Number: 114140



This Position



Directly reporting to this position:

Title	Classification	FTE
• Medical Records Clerical Coordinator	HSU: G5	1 FTE
• Ward Clerical Coordinator	HSU: G5	1 FTE
• Outpatient Clerical Coordinator	HSU: G5	1 FTE
• Emergency Clerical Coordinator	HSU: G5	1 FTE
• Clerical Coordinator	HSU: G5	1 FTE
• After-hours Clerical Coordinator	HSU: G4	1.8 FTE
• Telehealth Support Officer	HSU: G4	1.8 FTE
• Administrative Assistant	HSU: G3	1 FTE
• Senior Clerk	HSU: G3	1 FTE
• Telehealth Clerk	HSU: G2	2 FTE

Also reporting to this supervisor:

- Coordinator, Health Applications Training and Support, Level 6, 1FTE
- Fremantle Hospital Health Information Management Services Site Coordinator, 1 FTE

Key Responsibilities

Assists with the operational management of Health Information Management Services (HIMS). Provides leadership and support to the Clerical Coordinators to ensure and efficient and effective service. Assists with the development and quality of the digital medical record and other health information sources.

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



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Brief Summary of Duties (in order of importance)

1. Leadership and Management

- 1.1 Assists with the operational management of Health Information Management Services (HIMS) at FSH, including the areas of Medical Records, Inpatient, Outpatient and Emergency Services, Waitlist, Theatre and Telehealth., to ensure work targets are being met.
- 1.2 Provides operational support and advice to the Manager, HIMS.
- 1.3 Ensures the implementation and maintenance of performance management systems that support the continued development of team and individual work performance and skills
- 1.4 Develops and reviews procedures and policies and implements changes where appropriate
- 1.5 Provides relief cover to the Manager, HIMS.
- 1.6 Maintains current knowledge of developments affecting HIMS including new technology, electronic records management, health information systems and relevant legislation.
- 1.7 Coordinates the placement and supervision of Health Information Management students
- 1.8 Represents HIMS in appropriate internal and external hospital committees.

2. Health Information Management

- 2.1 Develops and participates in various projects directed at improving the quality of the digital medical record and other health information sources.
- 2.2 Coordinates the management and maintenance of medical record forms (both paper and electronic) in conjunction with relevant committees.

3. Quality

- 3.1 Develops and monitors operational plans to ensure that HIMS meets all of its obligations for accreditation and statutory requirements, standards and guidelines.
- 3.2 Ensures the ongoing systematic application of continuous quality improvement principles in evaluating and meeting customer needs in regards to HIMS.

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 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.
- 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.

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Work Related Requirements

Essential Selection Criteria

1. Demonstrated operational management experience in the area of health information management or related experience in a healthcare environment.
2. Highly developed interpersonal, communication and negotiation skills at a senior level.
3. Demonstrated knowledge of contemporary human resource management practices particularly in relation to change management.
4. Experience in the development and coordination of continuous quality improvement activities in order to meet customer needs.
5. Highly developed analytical and problem solving skills.
6. 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. Qualification in Health Information Management or approved equivalent and eligibility for membership/registration with the HIM Association of Australia.
2. Demonstrated knowledge of health information systems and electronic records management issues, standards and legislation.
3. Knowledge of health industry issues and trends and the implications for the delivery of both health care and health information services.

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.