



HSS Registered

## Mental Health Information Officer

Health Salaried Officers Agreement G3

Position Number: 110335, 110372

Peel and Rockingham Kwinana Mental Health Service  
Rockingham Peel Group / South Metropolitan Health Service

### Reporting Relationships

Service Co-Director – Mental Health  
Award Level: HSO G12  
Position Number: 113638

Mental Health Information Coordinator  
Award Level: HSO G5  
Position Number: 112386

**This Position**

Also reporting to this supervisor:  
• Mental Health Information Systems Support Clerk, G- 2, 3 FTE

Directly reporting to this position

Title	Classification	FTE
• Nil		

### Key Responsibilities

This position is responsible for the timely and accurate entry of data to the Mental Health Information System Psychiatric Online Information System (PSOLIS) in relation to referrals, admissions and discharges.

Also monitors and maintains accuracy of data entered and collected and provides reports from PSOLIS to Mental Health Service management.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## 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.



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

### 1. Health Information Management

- 1.1 Enters, maintains and monitors Mental Health data in relation to referrals, admissions/activations and discharges/deactivations.
- 1.2 Monitors mental health data in relation to occasions of service and client management plans.
- 1.3 Updates, maintains and reports on client management plan status spreadsheet.
- 1.4 Provides timely and accurate reports from PSOLIS to Peel and Rockingham Kwinana (PaRK) Mental Health Service management.
- 1.5 Maintains Blocked Records in PSOLIS and the Blocked Records Register.
- 1.6 Completes patient transfers as per the Registrars/Doctors rotation schedule and movements, including the PSOLIS appointment diary.
- 1.7 Provides ongoing support to PaRK Mental Health Service Clinicians and administration staff in relation to mental health information systems data collection and entry as required.
- 1.8 Assists (in conjunction with the Mental Health Information Coordinator), with the development of "in house" systems documentation relating to PSOLIS (i.e. training guides, procedures for staff, updates to the system), and communicating/training staff accordingly.
- 1.9 Ensures integrity of data by checking reports and providing feedback to staff submitting data.
- 1.10 Corrects erroneous data as required as per Mental Health Division Error Report (MiND)

### 2. SMHS Governance, Safety and Quality Requirements

- 2.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 2.2 Participates in the maintenance of a safe work environment.
- 2.3 Participates in an annual performance development review.
- 2.4 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.
- 2.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.

### 3. Undertakes other duties as directed.

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

### Essential Selection Criteria

1. Demonstrated experience working with electronic administration systems within a health environment.
2. Demonstrated analytical and problem-solving skills.
3. Demonstrated effective communication (verbal and written), interpersonal skills with the ability to liaise with people at all levels.
4. Ability to work autonomously and/or collaboratively within a team setting.
5. Demonstrated time management, organisational and prioritisation skills.

### Desirable Selection Criteria

1. Demonstrated experience training individuals and/or groups.
2. Demonstrated experience with Mental Health Information Systems (PSOLIS).
3. Knowledge of hospital-based information management and medical record systems.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### 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.