



Job Description Form



PILBARA

Landscape Photos: Tourism Western Australia

Position Title

Position number:

Regional Manager Health Information

608109

Regional Profile

The Pilbara is WA's second most northern region, defined by the Indian Ocean to the west and the Northern Territory board to the east. The Kimberley Region lies to its north across the Great Sandy Desert and the Pilbara's southern reaches border the Midwest and Goldfields regions. The region covers a total area of 507,896 sq km (including offshore islands). Most of the inhabitants are located in the western third, whereas the eastern third is largely desert with few inhabitants. Today the Pilbara economy is crucial to the State, providing 2 of the State's largest export revenue earners – iron ore and liquefied natural gas.

About the WA Country Health Service

Our Strategic Priorities



Our Values

Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity

We bring honesty, collaboration and professionalism to everything that we do.

Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

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Directorate overview

The Business Services Directorate provides Financial, Health Information, Procurement and Contract Management, and Information & Communications Technology services to managers and staff within the region and to other key external stakeholders.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at www.wacountry.health.wa.gov.au

Position Details

Position Number:	608109	Registration Date:	March 2022
Classification:	HSO Level G 7	Location:	WACHS Pilbara
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Health Information		

Position Overview

Provides leadership and support for Health Information Management within the Pilbara region in the alignment of objectives of the department including implementation of Activity Based Funding/Management (ABF/M) strategies. It provides consultative direction and support on Health Information Management issues including Freedom of Information and clinical systems.

Reporting Relationships

Responsible to:

Director Business Services
300361 - HSO Level G 11



This position:

Regional Manager Health Information
608109 - HSO Level G 7



Positions under direct supervision:

615665 - Health System Support Officer
616937 - Health System Support Officer
615957 - Coordinator – Freedom of Information



Other positions reporting to this position:

Regional Finance Manager
Regional Procurement and Contracts Manager
Administrative Assistant



Key Duties/Responsibilities

1. Administration

- 1.1. Develops information management policies and provides advice on the development and usage of information systems and services for the Pilbara
- 1.2. Advises unit managers on achieving health and corporate information legislative and policy requirements.
- 1.3. Oversees the regional response to release of information under the Freedom of Information Act and other release of information of patient information for continuum of care, research and statistical purposes.
- 1.4. Consults, communicates and manages all aspects relating to the health record and information systems within the region.
- 1.5. Reviews and manages all health record related procedures and policies including patient/client identification, record creation, maintenance and integration, filing numbering and retrieval.
- 1.6. Reviews and controls content of the health records within the region including, MR form creation and standardisation, education and audit of documentation standards and requirements.
- 1.7. Advises managers on the operational aspects of the Health Information Service Coordinates the reporting of regional activity data for management purposes including waitlist and Director General reports.
- 1.8. Manages the administration and training aspects of regional Patient Administration Systems.

2. Quality Improvement

- 2.1. Provides direction and support on health and corporate information related to quality improvement and accreditation for unit managers.
- 2.2. Monitors and evaluates the implementation of quality improvement and accreditation programs in the health information management areas.

3. Other

- 3.1. Provide consultative support on Health Information Management Issues to health care providers within the Pilbara.
- 3.2. Represent the Pilbara on intra/inter health service committees and forums.
- 3.3. Participates in staff orientation and training programs.
- 3.4. Undertakes other duties as required.



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Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Significant experience in records management in a health care environment.
2. Working knowledge of the Freedom of Information Act and State Records Act.
3. Well developed and demonstrated understanding of activity based management principles, including knowledge and/or experience in case mix classification and analysis.
4. Well developed and demonstrated interpersonal, communication (verbal and written) and negotiation skills.
5. Demonstrated organisational, analytical and problem solving skills
6. Ability to lead and work effectively as part of a team.
7. Current knowledge of legislation obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
8. Current C Class drivers licence
9. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery

Desirable

1. Possession of or substantial progress toward tertiary qualifications in Health Information Management.
2. Eligible for membership of the Health Information Management Association of Australia.

Appointment Pre-requisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Evidence of a current C or C-A Class driver's licence or other specialised licence class
- Ability to travel within the region as required including overnight stays

