



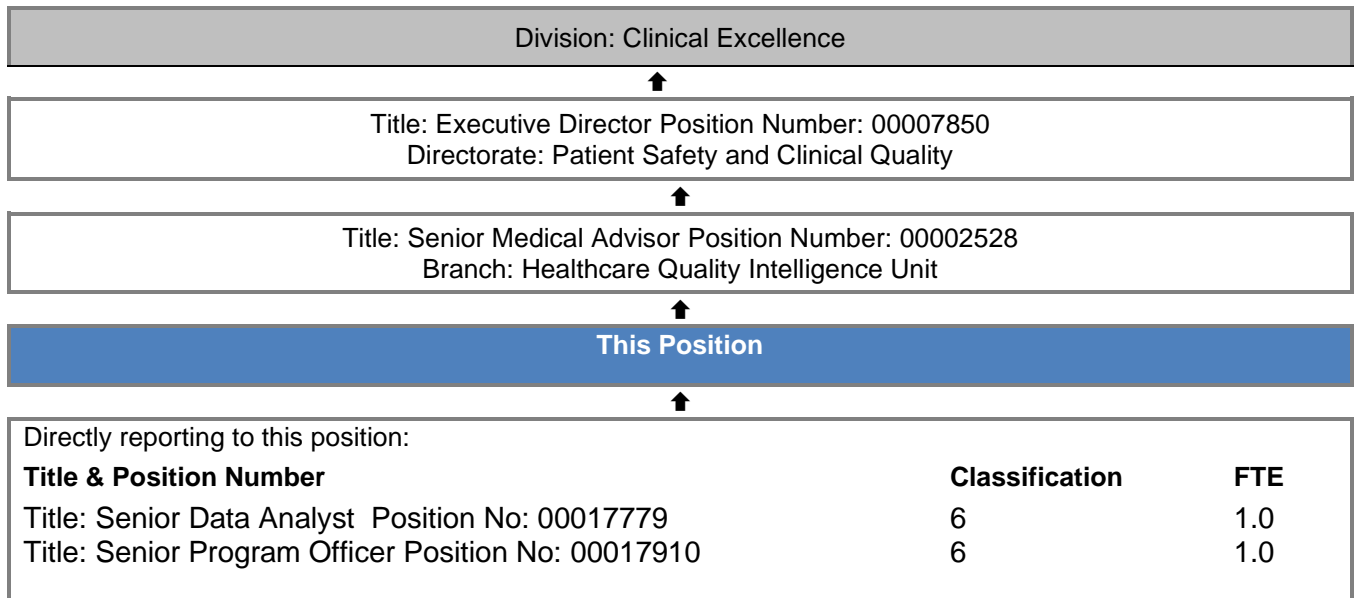
POSITION DESCRIPTION

Position Number	00014084
Position Title	Senior Analyst
Classification	PSO Level 7
Division	Clinical Excellence Division
Directorate	Patient Safety and Clinical Quality
Branch	HealthCare Quality Intelligence Unit
Position Status	Permanent
Award	Public Sector CSA Agreement
Site Location	Perth CBD

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

Manages and leads the planning, development and implementation of safety and quality data-related projects within the Healthcare Quality Intelligence Unit. Consults with internal and external stakeholders regarding safety and quality data and publishes information on authorised platforms. Develops data collection and management processes, appropriate documentation, analysis and reporting, and training functions of the indicator set. Develops and manages a data quality assurance program to ensure the collection maintains high quality data that is sufficient to meet local reporting obligations. Provides advice to clients on the use and meaning of the data and indicator set reports.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

LIAISON, EDUCATION AND TRAINING

- Works in partnership with key stakeholders to create a Safety & Quality Indicator Framework for the Department of Health.
- Liaises with data providers and custodians to ensure all information is analysed, reported and stored in line with source system processes and WA Health policies and procedures.
- Develops and presents education and training material to Healthcare Quality Intelligence Unit system users and maintains the security of the constituent data.

DATA COLLECTION AND MANAGEMENT

- Scopes available safety and quality data, to ensure that all relevant data sources are identified.
- Establishes, manages and ensures the ongoing development of safety and quality data-related projects.
- Manages the ongoing technical development and improvement of data-related projects, including liaising with Information Technology stakeholders to ensure additions to key safety and quality data source systems are successfully implemented.
- Establishes and maintains the infrastructure for centralised safety and quality data systems by:
 - Defining data element and indicator set specifications for use by providers and users of the reports
 - Establishing and maintaining the business rules for collections, ensuring that they are communicated to providers and work practices are consistent with the business rules.
 - Defining quality assurance processes for the collection of data items for data systems
- Defines clerical and IT processes and procedures for the on-going operation, maintenance and development of safety and quality data systems.
- Creates, maintains and executes software specific syntax (e.g. SQL, R or Python syntax).
- Ensures that appropriate data access and security policies and practices are in place so that data are captured, stored, used and disclosed according to agreed protocols including those related to privacy and confidentiality.
- Develops a program of user acceptance testing for system changes as appropriate.

DATA EVALUATION AND REPORTING

- Develops definitions for safety and quality indicators and data items, and ensures consistency with national definitions and senior leadership engagement and governance requirements are met.
- Liaises with internal and external stakeholders to facilitate the effective analysis, reporting and dissemination of data.
- Produces documentation and metadata for data providers and users of the data, including indicator set specifications, to facilitate the collection and dissemination of the data.
- Contributes to the development of appropriate outputs to be used by the Patient Safety and Clinical Quality Directorate and the Department of Health for the purposes of reporting and quality assurance.
- Conducts statistical analyses, produces regular reports and fulfils ad hoc data requests.

OTHER

- Performs other duties as directed.
- Deputises for the Senior Medical Advisor as required.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

1. Demonstrated understanding of the concepts, processes and procedures associated with developing and managing a data collection.
2. Considerable experience in the delivery of measurement and evaluation systems for safety and quality across a healthcare system.
3. Experience in the analysis and interpretation of health related data sets and the utilisation of these to provide data to meet stakeholder's needs.
4. Excellent verbal and written communication skills and interpersonal skills including negotiation skills.
5. Demonstrated project management skills including the ability to plan, prioritise, make decisions, meet deadlines and manage resources.
6. Evidence of high level conceptual and analytical problem solving skills.
7. Considerable experience in systems development and relational database management and implementation of business intelligence solutions.

Desirable Selection Criteria

1. Tertiary or postgraduate qualification in a relevant discipline (e.g. statistics or healthcare management).
2. Experience in and knowledge of WA Health.

Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: