

POSITION DESCRIPTION

Health Information Manager

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Hunter New England Local Health District
Position Classification	Health Mgr Lvl 2 ,HealthMgr Lvl 1
State Award	Health Managers (State) Award
Category	Administration & Health Records Health Records and Information Medical Records Management
Vaccination Category	Category A
ANZSCO Code	224213 Health Information Manager
Website	www.hnehealth.nsw.gov.au

PRIMARY PURPOSE

Provide strategic advice and leadership in provision of Clinical Information Services (CIS) for the Peel Sector (LHD), to ensure orderly and secure storage of patient information, access to patient information for continuum of care, managing release of information within statutory guidelines and management support for Activity Based Management (ABM).

KEY ACCOUNTABILITIES

Maintain a working knowledge of all updates and changes in coding practices in ICD-10-AM to support the clinical coding service to maintain compliance with reporting deadlines and LHD training programs. Build and continually maintain professional knowledge of ABF and associated data collection rules to support the health service with compliance for ABM.

Plan, organise, direct and evaluate the operational management of the CID to ensure compliance with implemented strategies whilst achieving budget and service delivery targets.

Provision of professional advice to the executive team of Peel Sector on issues related to CID, including changes to service provision, statutory requirements, LHD strategies related to an electronic medical record and ABM data collection issues to ensure compliance or escalate issues that may impact operations of the health service.

Management of CID human resources, including resource reallocation as Peel Sector transitions to EMR, preparation of Position Descriptions, undertaking recruitment, performance review/ management and conflict resolution ensuring compliance with industrial relations legislation and policies of both NSW Ministry of Health and HNELHD. Provide advice and direction to CIID staff at facilities across the Peel Sector.

Manage the Release of Information and medico-legal processes for Peel Sector, along with managing the co-ordination of Violence and Prevention Central Contact Point for Child Protection across northern sites of HNELHD ensuring compliance with all legislative requirements.

Maintain professional knowledge of relevant statutory legislation, mandatory guidelines and industry practices ensuring CIS operational procedures comply.

Develop reporting mechanisms to monitor and evaluate the activities of the CID ensuring an effective and efficient service that has the capacity to facilitate change for improvement. Manage the development and implementation of clinical forms and other information systems for the Peel Sector.

Develop a sector wide quality improvement program for CIS guided by EQiP National Standards to ensure a service of excellence that meets ACHS and NSW Ministry of Health standards, along with achieving standardisation of practices in health record management.

Represent Peel Sector through HNELHD development of an electronic medical record (EMR) ensuring minimal impact on continuum of care of patients and health service operations from a transitioning hybrid medical record

Develop collaborative relationships with clinicians and other health professionals to ensure provision of regular advice

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and education on documentation, ABM and privacy requirements.

Model and actively promote workplace behaviour that reflects the HNE Health Values Charter and NSW Health Code of Conduct; drive, lead and model behaviours to staff that reflect the Excellence Framework (Every Patient, Every Time) including 90 day action plans; accountability meetings; leader and service rounding; and ensure work is conducted in a manner that demonstrates values of cultural respect in accordance with HNE Health's Closing the Gap strategy.

Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures and relevant District procedures by identifying, assessing, eliminating / controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role and escalating to the appropriate Management level if the issue exceeds the extent of delegated authority for the role.

KEY CHALLENGES

- The position requires expert professional knowledge of principles, practice and skills across all facets of health information management.
- Working collaboratively within a multidisciplinary clinical team.
- Management of resources and service provision within budget. Meeting the requirements in relation to compliance with strategic plans, Excellence, 90 day action plans, Quality WH&S activities.

KEY RELATIONSHIPS

Who	Why
General Manager, Peel Sector	Line Manager
Management Accountant, Peel Sector	Key financial relationship
Clinicians, Nursing staff, District Coding Manager, Patient Services, other facility Manager and / or staff in relation to patient activity and other work requirements	Key positional relationships
Other Health Service personnel	Key staff who interact with the department

SELECTION CRITERIA

1. Degree in Health Information Management (or equivalent). Applicants who have near completed HIM degree will be considered.
2. Experience in clinical coding using ICD-10-AM along with experience in report provision and analysis of patient data for performance indicators, research and analysis reports in an ABM model.
3. Demonstrated ability to undertake people management responsibilities together with a knowledge of financial management, operations and meeting human resource legislative and policy requirements and WHS.
4. Demonstrated commitment to quality improvement and the ability to lead a change management program with a wide range of stakeholders.
5. Excellent verbal and written communication skills and professional presentation.
6. Demonstrated initiative and organisational skills to prioritise workload and meet demanding timeframes.
7. Demonstrated experience in working with privacy legislation and release of information legislation/policies with the ability to write appropriate procedures to ensure compliance.

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