



HIMAA Education Officer – Position Description

Responsible to	Director Education Services
Hours	Per employment agreement
Functional relationships with	Director, Education Services staff and Quality and Compliance Manager
Liaison with	Other HIMAA staff
Overall objective	<ul style="list-style-type: none">• Deliver qualifications or units of competency within the VET Quality Framework (VQF) in clinical coding using ICD-10-AM,ACHI and ACS at a national level.• In addition deliver other distance education courses which are not included in training packages or accredited courses within VQF, as required.
Essential selection criteria	<p>Tertiary qualifications in medical record management or health information management with clinical classification experience in a complex casemix environment; or a high degree of competence and experience in clinical coding in a complex casemix environment</p> <p>In depth knowledge and understanding of ICD-10-AM, ACHI and ACS clinical coding</p> <p>Experience in training and/or mentoring clinical coders</p> <p>Demonstrated organisational skills</p> <p>Effective communication skills</p> <p>Ability to work alone but also effectively within a team</p>
Desirable criteria	<p>Certificate IV in Training and Assessment (TAE40116)</p> <p>Word processing skills and electronic presentation experience</p> <p>Knowledge of and experience with developing, presenting, coordinating and evaluating distance education programs</p> <p>Negotiation and soft counselling skills</p>

**Responsibilities
Reporting to
Director, Education
Services**

Mark assessments for students and provide appropriate feedback

Deal with correspondence to and from students via phone and email

Maintain accurate paper records of student's assessment information

Maintain the Student Management System for each student allocated to you

Contribute to the Education Services team's continuous quality improvement effort.

Assist in the development of, and participate in, as required, the presentation of other education programs conducted by HIMAA

Assist other Education Services staff with the development and production of education material and resources as required

Maintain up to date knowledge of Australian developments in clinical coding and medical terminology and current clinical practice

Other duties, within the Education Officer's competency, as specified by the Director, Education Services

Practice work health and safety

Practice access and equity to all students and staff

Performance criteria Competent fulfilment of the responsibilities of the position

Observation of WHS requirements

Practice access and equity in all tasks

Demonstrated commitment to the vision, mission and objectives of HIMAA