

## Position Description

<b>Position title</b>	Health Information Manager		
<b>Department / Division</b>	Health Information Services/ Finance and Corporate Services		
<b>Classification</b>	HIM Grade 2 Year 1 to Year 4 (JA7 – JB1)	<b>Employment Status</b>	Full-Time, Maternity Leave Replacement 1.0 FTE
<b>Position reports to</b>	Operational: Lead Health Information Manager Professional: Manager, Health Information Services		
<b>No. of direct &amp; indirect reports</b>	Two		
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville		

<b>The Royal Children's Hospital</b>
<p>The Royal Children's Hospital's (RCH) vision is to be a great children's hospital – delivering Great Care, Everywhere.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>
<b>ROLE PURPOSE</b>
<p>This position is responsible for managing requests for access to the patient portal, data reporting, clinical coding and indexing of hospital separations, and quality improvement activities related to coding and patient data.</p>

<b>KEY ACCOUNTABILITIES</b>
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- Manage and process requests for access accounts to the patient portal, communicate with applicants and liaise with Social Work as required where social flags are present
- Run monthly Cyberquery reports
- Assist with accurate and timely submission of statutory reporting requirements
- Amend data to ensure accuracy and completeness when required
- Provide support to staff with data entry requirements and education
- Complete coding and indexing of hospital separations in an accurate and timely manner, whilst still meeting daily targets
- Participate in the Coded Health Information Integrity Program which is the internal coding auditing program
- Participate in department quality improvement activities and project work as required
- Attend appropriate meetings, internal and external, relevant to the area of responsibility
- Ensure completeness of medical record for accurate coding purposes
- Complete relevant fields in IBA in order to ensure coded data accuracy, for example admission weight, separation data information and mechanical ventilation hours
- Code at an indicative rate of approximately 35 separations per day
- Engage in continuing professional development through education and training

#### QUALIFICATIONS AND EXPERIENCE

##### Essential:

- Health Information Management degree qualification or equivalent
- Eligible for membership of the Health Information Management Association of Australia

##### Desirable:

- Coding experience preferred
- Willingness to take on new challenges, self-educate and learn from others
- Professional manner in dealing with both internal staff and people external to the organisation
- Ability to communicate effectively with all levels of staff
- Ability to write reports and present information professionally

##### Other Requirements:

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment.
- Employees are required to maintain a valid Working with Children's Check throughout their employment.
- A current, full drivers licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- The employee needs to ensure that they maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

#### KEY SELECTION CRITERIA

- Ability to co-ordinate tasks, set priorities and work to timelines
- Demonstrated ability to learn new tasks quickly
- Demonstrate a high degree of attention to detail
- Demonstrated ability to problem solve

- Ability to accurately assign diagnosis and procedure codes in accordance with ICD-10-AM and the Australian Coding Standards
- Demonstrated experience in working autonomously as well as part of a team
- Ability to communicate effectively with all levels of staff

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#### **IMPORTANT INFORMATION**

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

#### **RCH COMPACT**

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

#### **QUALITY, SAFETY AND IMPROVEMENT**

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards



- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

<b>Position description last updated</b>	<b>29 October 2021</b>
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