

POSITION DESCRIPTION

ISLHD - District Health Information Manager

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Illawarra Shoalhaven Local Health District
Position Classification	Health Mgr Lvl 4
State Award	Health Managers (State) Award
Category	Information and Communication Technology IT Management
Website	www.islhd.health.nsw.gov.au/

PRIMARY PURPOSE

The District Health Information Manager will ensure that an efficient, effective, innovative and timely Health Information Service (HIS) is provided to the organisation for all Illawarra Shoalhaven facilities, acute and non-acute services, Outpatient and Community Health functions.

The role is also responsible for the operational and strategic management of ISLHD Health Information Services including:

- Ensuring that sustainable structures and processes are in place to facilitate the timely coding of clinical data.
- Providing strong leadership with a focus on developing quality health record coding to optimise revenue under Activity Based Funding.
- Provide direction and expertise on managing health records in both a paper and electronic environment.
- Key representative on local, district and state forms Committees including to chair the ISLHD Clinical Forms Committee.
- Provision of advice on exchange and release information, presentations, negotiation and consultation on a wide range of issues.
- Responsibility for the development and implementation of a District approach to Health Information Services.
- Maintain involvement with key ISLHD service managers and the strategies of eHealth NSW in regards to health records management and the eMR.
- Management and support of CPDI scanning capabilities across ISLHD to enhance the availability of clinical documentation within the electronic medical record.

COVID-19 VACCINATION COMPLIANCY

The Public Health (COVID-19 Vaccination of Health Care Workers) Order 2021 commenced on 26 August 2021. The Order establishes mandatory requirements for health staff and persons working in health settings to be vaccinated with a COVID-19 vaccine. Mandatory COVID-19 vaccination will now be required for all NSW Health staff.

KEY ACCOUNTABILITIES

- Drive effective operational and resource management to ensure delivery of an efficient, uniform and sustainable service.
- Ensure the HIS workforce is sufficiently skilled and sustainable to meet demand and generate appropriate outcomes

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while supporting a strong Work Health and Safety (WHS) foundation.

- Undertake evidenced-based decision making to support all budgetary and financial decisions and processes.
- Ensure that privacy and confidentiality standards and ethics underpin all activity undertaken in HIS, particularly in relation to the response to Medico Legal release of information processes.
- Ensure that reporting obligations for clinical coding are met in compliance with and support the Activity Based Management Framework whilst maintaining high quality and ethical standards.
- Continue to implement, support and evaluate information technologies such as Document Imaging and Document scanning (CDPI) to support reliability and excellence in availability of information for patient care.
- Ensure a quality and risk management focus on the provision of services through effective review of work practices underpinned and driven by the Australian Council on Health Care Standards (ACHS).

KEY CHALLENGES

- Ongoing development of a sustainable and progressive workforce that is capable of meeting the needs of the organisation and the community.
- Develop a sustainable program that ensures that clinical coding is timely and of the highest quality.
- Management and support technologies that enhance the electronic medical record and keeping abreast of current developments of the eMR and ensuring efficient transition of paper records.

KEY RELATIONSHIPS

Who	Why
ISLHD Executives	Reporting in relation to coding and document imaging strategies and KPIs.
ISLHD acute and non-acute service managers and staff	Ensuring timely and appropriate provision of information to support patient care.
ICT Managers, Business Analysts and staff	To analyse and assess how and when new technologies are introduced and lead change management processes with a continual strategic focus.

SELECTION CRITERIA

1. Recognised tertiary qualifications in Health Information Management and must be eligible for 'full' membership of the Health Information Association of Australia (HIMAA).
2. Demonstrated experience in management with the ability to lead, motivate, and educate a work team of professional and non-professional staff in diverse and complex health information activities.
3. Demonstrated understanding of the relationship between health information management, clinical coding, Casemix, DRG classification systems and Activity Based Funding models.
4. Demonstrated experience in working with health records in a wide range of formats (including paper, electronic and archived), and providing expert advice to the organisation on management of these records according to Legislation, Australian Standards and best practice.
5. Demonstrated competency and current experience in the interpretation and application of Legislation and Acts, NSW Health Department policies and procedures relevant to health information management, release of information and privacy principles.
6. Demonstrated ability in leading organisational change and service improvement programs with a focus on quality practice and improvement.

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7. Excellent verbal and written communication skills including the ability to prepare project documentation, high-level reports, strategy papers, policies and procedures.
8. An unencumbered driver's licence valid for use with NSW/ Australia and the ability to drive to ISLHD facility locations.