

POSITION DESCRIPTION	
Position Title:	Data Manager
Classification:	HS5
Department/Unit:	BreastScreen
Division:	Clinical Services
Reports To:	Program Manager, Gippsland BreastScreen

1 Primary Purpose of Job

The Data Manager is responsible for the management of client records and for the quality and integrity of the data entered onto the BreastScreen client information management database. The Data Manager is part of the Service leadership team, and as such is required to support and mentor data staff, and provide timely information to meet Program requirements and reporting obligations.

The role will also provide coordination support for the Quality Accreditation process, consumer participation and engagement initiatives, and ensuring the Service policy and procedures manuals are maintained and updated by the team.

2 Organisation Context

2.1 Shared Vision

We will be a leading regional health care provider delivering timely, high quality, accessible, integrated and responsive services to the Gippsland community.

2.2 Core Values

- Person-centred care
- Integrity
- Excellence
- Working Together

2.3 National Safety and Quality Health Service Standards (NSQHS)

National Safety and Quality Health Service Standards (NSQHS) is the framework the Australian Commission on Safety and Quality in HealthCare (ACSQH) use to review hospitals for Accreditation. To ensure Latrobe Regional Hospital is an accredited facility, we are continuously reviewing and improving our service through numerous quality improvement initiatives and programs.

2.4 LRH Strategic Pillars

- Service Delivery
- Our People
- Regional Leadership
- Education, Training & Research

2.5 Diversity & Inclusivity Statement and Child Safe Standards

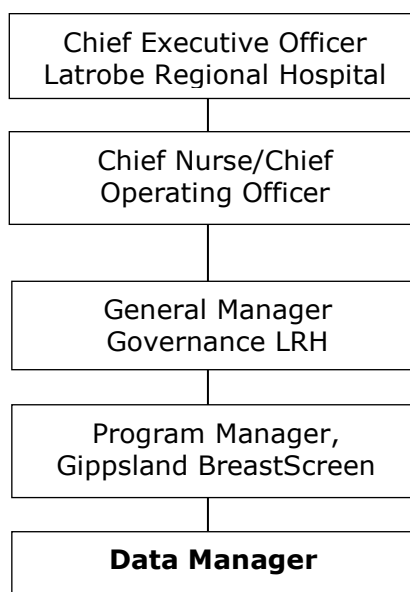
Latrobe Regional Hospital values our community's diversity. We are committed to providing an inclusive, welcoming and safe service and workplace for everyone who engages with our organisation regardless of race, culture, religion, sexuality, gender identity, age or ability.

LRH is a child friendly and child safe hospital with zero tolerance for child abuse or harm of any kind. This includes Aboriginal or Torres Strait Islander children, culturally and linguistically diverse children and children with disabilities.

LRH has policies and protocols in place in line with the Victorian Child Safe Standards to ensure the safety and wellbeing of both paediatric patients and paediatric visitors.

2.6 Structure

The Data Manager reports to the Program Manager of Gippsland BreastScreen.



2.7 Liaison

External:

- BreastScreen clients
- BreastScreen Victoria
- BreastScreen RAS Data Managers
- Other BreastScreen Reading and Assessment Services
- General Practitioners
- Regional and metro health service staff
- I MED Gippsland Radiologists and Radiographers
- Screening Service Program sites
- Community members
- Pathology Services
- Radiology Services
- LRH Department staff, including ICT

Internal:

- Data Staff
- Nursing staff
- Radiographers
- Radiologists
- Surgeons
- Program Manager

3 Resource Management

3.1 Total Staff Management (FTE)

- 2.2 EFT, plus casual staff

3.2 Annual Operating Expenditure

- N/A

3.3 Personal Responsibilities

- Compliance with Occupational Health & Safety Regulations
- Compliance with legislative requirements
- Complete mandatory training annually
- Participate in annual performance appraisal
- Support the delivery of high quality and safe patient care
- Awareness and engagement in continuous improvement initiatives
- Support cultural awareness, diversity and inclusiveness

4 Qualifications/Experience

4.1 Mandatory

- Knowledge of healthcare information management systems.
- Experience with computerised data bases or health records systems including the ability to work in a Windows environment using Excel, PowerPoint, Word and Outlook.
- Skilled in the use of statistical analysis packages for the preparation and presentation of statistical and other reports.
- Holds appropriate qualifications in Health Information Management or other relevant disciplines.
- Holds a current Victorian Driver's Licence.

4.2 Desirable

- Experience working in a quality assurance environment.
- Experience in staff supervision, training and mentoring.

5 Key Selection Criteria

5.1 Key Competencies

- Demonstrated ability to work effectively within a team and provide effective leadership and support to the data team.
- Commitment to customer service and quality improvement.
- Ability to work independently with minimal supervision.
- Good organisational skills and time management abilities.
- Highly developed analytical and abstract reasoning skills.

5.2 Personal Attributes

- Excellent interpersonal skills with the demonstrated ability of communicating effectively with individuals at all levels of seniority, understanding and anxiety.
- Ability to be resourceful, work flexibly and problem solve to meet the unique needs of the service.
- Interest in women's health.
- Willingness to undertake appropriate further education / professional development appropriate to the role.
- Commitment to respecting the rights of clients with regard to the privacy and confidentiality of information.

6 Other Attributes Required

- Some flexibility in working hours within a Monday to Friday working week and to flex up in hours to meet the demands of the Service.

7 Duties/Responsibilities

7.1 Management and maintenance of Gippsland BreastScreen data

Activities include:

- Oversee the collection, entry and integrity of data.
- Manage the client filing system, including converting client hardcopy files into electronic files, the archiving of older files, volume production, and the completion of file audits and file culling.
- Develop and revise policies and procedures for the control, use, retrieval and confidentiality of data.
- Ensure exception reporting analysis and response is completed to ensure data accuracy, currency and integrity
- Train program staff in the use of the policies and procedures and ensuring that these procedures are implemented.

7.2 Staff Supervision and Training

Activities include:

- Provide line-management supervision and support to the data team
- Provide induction, orientation and training for new data staff, and advanced training for established staff
- Ensure each data staff member completes an annual performance appraisal
- Train all data staff in new/reviewed relevant policies and procedures
- Provide general leadership and support to the Service team

7.3 Oversee the collection and entry of external data

Activities include:

- Oversee the collection and entry of data relating to women assessed outside the program.
- Oversee the collection and entry of data relating to the treatment and management of women with a positive diagnosis.
- Oversee the collection and entry of data relating to interval cancers and provide data to clinicians.

7.4 Production and analysis of reports to meet the medical, administrative, ethical, legal and quality assurance requirements of the program

Activities include:

- Develop an understanding of the national BreastScreen quality standards.
- Preparation of regular reports.
- Preparation of ad hoc reports.
- Prepare data reports for service meetings, including Radiologist, Radiographer, multidisciplinary team, Service Quality Committee, and other meetings as required.

7.5 Review and oversee a data quality assurance program

Activities include:

- QA of data entry.
- QA of film loading.
- QA of other tasks.
- Train and support data and other staff (including nursing team) regarding QA requirements and standards.

7.6 Coordinate client recruitment, participation and consumer engagement strategies with BreastScreen Victoria

Activities include:

- Coordinate targeted client recruitment strategies with BreastScreen Victoria, in particular for special need and unscreened groups as per the NAS
- Engage consumers to provide input into the planning, design, delivery and continual improvement of the service.
- Undertake consumer recruitment, retention, succession planning
- Facilitate relevant training for consumers to effectively engage with the Service
- Ensure integration of client centred practices is embedded Service wide from governance to frontline service delivery, including the development of relevant consumer involvement policies and procedures

7.7 Coordinate Service Quality Accreditation requirements

Activities include:

- In collaboration with the BSV Quality and Accreditation Manager, coordinate the cyclical accreditation requirements with the Service team as per the BreastScreen Australia National Accreditation Standards program. This includes the annual monitoring requirements and the four yearly Application for Accreditation requirements, which involves the surveyor visit
- Complete the Annual Data Report, including the preparation of statistical information, provision of analysis regarding areas of poor performance, and to respond to queries from the BSV - State Quality Committee & staff.

7.8 Service Governance and Coordination Support

Activities include:

- Maintain the Service Policy and Procedure manual to ensure it is up to date, formatted, and accessible
- Manage the scheduling of policy and procedure reviews
- Communicate policy and procedure review/updates for Service staff at RAS and SSPs
- Assist with the education and training of service staff in relation to policies and procedures

7.9 Provide front line support for the BreastScreen ICT systems, and coordinate ICT projects with BreastScreen Victoria

Activities include:

- Be the Project Lead for the implementation of the BreastScreen Victoria Electronic Records Management project.
- Hardware or software problems & upgrades.
- PACS administration.
- User support.
- Other ICT projects as required

7.10 Quality Improvement and Team Activities

Activities include:

- Assists in the review of workflow practices on a regular basis and implements quality improvements where appropriate.
- Contributes to and participates in staff and service meetings, professional development, and training.
- Develops new procedures and updates the Gippsland BreastScreen Policy and procedure manuals as required

Reviewed By:	Program Manager, Gippsland BreastScreen
Last Review Date:	August 2020
Date to be Reviewed:	August 2023

I have read and understand the contents of the position description:

Employee's Signature:

Date: / /