



MDHS Position Description

POSITION:	Health Information Manager
REPORTS TO:	Director of Clinical and Quality Services
CLASSIFICATION:	Dependent on qualifications and experience
AWARD:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020 <i>and subsequent agreements.</i>

Maryborough District Health Service






Maryborough District Health Service (MDHS) has been operating in Maryborough for more than 160 years and has a proud history of providing high quality services to the local community.

The main campus is located in Maryborough with other services delivered from the Avoca and Dunolly campuses

MDHS employs over 450 staff and is one of the largest employers in the region.

MDHS serves the Local Government Areas of Central Goldfields and Pyrenees Shires and provides a comprehensive range of services to a population of around 15,000 people.

Clinical Services	Acute – Medical/Surgical Amherst – 28 inpatient beds Dunolly – 2 inpatient beds	Allied Health Support for Inpatient Care	Central Sterilising Department
	Dialysis 6 chairs	Drug & Alcohol Detoxification	Maternity Services
	Palliative Care	Theatre – Same Day & Overnight	Post-Acute Care
	Pre-Admission Clinic	Urgent Care Centre 4 cubicles	Medical Imaging
Aged Care	Residential Wattlerise – 45 high care beds Avoca – 29 high and low care beds Dunolly – 19 high and low care beds	Respite Care Avoca – 1 respite bed	Transition Care Program Dunolly – 4 beds
Community Services	District Nursing	Chronic Disease Management	Oral Health Services
	Housing	Occupational Therapy	Physiotherapy
	Speech Pathology	Dietetics	Community Health
	Health Promotion	Social Support	Alcohol & Drug
Support Services	Administration	Building Services	Emergency Management
	Health Information	Hotel Services	Human Resources
	Quality & Risk	Staff Education	Student Management
	Finance	Occupational Health & Safety	Procurement & Supply

Our Vision	
Healthy Community – Inspiring Health	
Our Purpose	
Empowering Health	We will improve the current general health status of the population and support individuals to better manage their health
Strengthening Services	We will continue to deliver and improve the range of primary and secondary level health services expected of a rural health service
Developing People	We will invest in our people and foster a vibrant and positive work culture.
Working with Partners	We will work collaboratively with our partners and other service providers
Our Values	
 GENUINE	We are consistently honest, trustworthy and accountable
 RESPECT	We are fair, honest and caring to those we work with and meet
 EXCELLENCE	We reflect the highest standards of service and care
 ACCOUNTABILITY	We do what we say we are going to do; we support each other and hold each other to account.
 TOGETHERNESS	We share the same vision and work together to achieve our goals; we behave in a way that demonstrates our shared commitment to our values

The Position
The Health Information Manager is primarily responsible for ensuring all clinical records are maintained and coded in accordance with the Australian Coding Standards in a timely and accurate manner, whilst leading



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clinical records management and supporting the organisations transition to digital medical records management systems, and ensuring accuracy of relevant statistical reporting information.

Specific Responsibilities

- Responsible for casemix analysis
- Oversee and provide support for coding of inpatient separations using the current edition of ICD-10-AM and Australian Coding Standards to ensure accurate and efficient practices
- Oversee the preparation of accurate and timely submissions of the organisation's inpatient and outpatient mandatory datasets to the Department of Health and Human Services
- Assist in maintaining patient database integrity and management
- Assist with departmental processes and procedures to ensure an optimal service
- Maintain the standards for filing and storage of medical records
- Archive medical records in accordance with the requirements of the Public Records Office of Victoria
- Assist with software implementations and project management
- Collect and produce statistics for interdepartmental and executive staff
- Participate in quality assurance project work and quality improvement activities
- Provide leadership, direction and support to the Health Information Services team
- The Health Information Manager will accept accountability and responsibility for their own actions within their scope of practice.
- Lead the development and maintenance of a robust clinical records management framework and system.
- Support digitisation of clinical records
- Lead clinical documentation education.

Organisational Responsibilities

Organisational Values

Each staff member must demonstrate and uphold the mission and values of MDHS. This includes accepting accountability and responsibility for their actions, demonstrating a commitment to ongoing education and professional development, and working within current scope of practice.

Equal Opportunity, Workplace Behaviours & Code of Conducts

MDHS endorses the Victorian State Government Code of Conduct. Each staff member has the right to equal opportunity and a work environment free from any form of workplace harassment and bullying. Each staff member must adhere to MDHS Policies in this regard and participate in education and training.

Each staff member must demonstrate an understanding of appropriate behaviours when engaging with children, according to MDHS' Child Safety Policy and Child Safety Code of Conduct.

Employment with MDHS is subject to the operation of the Disability Worker Exclusion Scheme maintained by the Department of Health and Human Services (DHHS), as amended from time to time (refer Appendix 1).

Quality Improvement



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Each staff member is required to participate in MDHS' Quality Improvement programs to encourage excellence of care and ensure effective and safe use of resources.

This includes participation in appropriate staff development, training and education as required by MDHS and sharing knowledge with other staff members.

Risk Management

Each staff member has a duty to take a proactive role in contributing to the identification, management and reporting of risks, including near misses and hazards. Staff members who identify a risk are required to take first line action to minimise the risk and to then report it to their direct line manager for further management. All staff members are required to report any incidents that occur during the course of their duties.

Occupational Health & Safety

Each staff member has the right to a safe working environment and should advise their direct line manager of any risk or condition likely to result in accident or injury. Each staff member has the responsibility to take reasonable care of their own health and safety, to co-operate with OH&S policies, and to participate in appropriate safety education and evaluation activities.

Infection Control

Each staff member is responsible for minimising the risk of patients, residents, clients, visitors and other staff members acquiring or being exposed to infections arising from activities within the health care environment. Staff members are to support risk management strategies by adhering to the Infection Control Policy Manual Guidelines.

Confidentiality

Each staff member must comply with the principles of confidentiality relating to patients, residents, clients and other staff members.

Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act, 1988.

Pre-Employment Security Screening

All new staff members are required to undergo a criminal history check prior to commencement and then again every three years.

A valid Employee Working With Children Check is also required for all positions.

No-Smoking Policy

To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

Key Selection Criteria

Qualifications / Experience

1. Qualification in Health Information Management
2. Eligible for membership of the Health Information Management Association of Australia (HIMAA)

Specialist Expertise

3. Experience using IPM patient management Software.
4. Experience using the 3M Codefinder



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5. Knowledge of health record work processes
6. Demonstrated high level of ICD-10-AM coding competency
7. Demonstrated knowledge and experience of the PRS2/VAED and VINAH reporting requirements
8. Demonstrated evidence of commitment to ongoing education and professional development to ensure working within current scope of practice.
9. Demonstrated experience in implementing electronic medical records systems.

Personal Qualities

10. Ability to meet deadlines and demonstrated time management skills
11. Self-motivated and able to work with independently and as part of a team
12. Excellent interpersonal and communication skills

Additional Information

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.
- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory corporate training.

Acceptance

I understand, agree to and accept the role as outlined in this position description.

Staff Member's Name (please print)

Staff Member's Signature

Date

Appendix 1

Employment with MDHS is subject to the operation of the Disability Worker Exclusion Scheme maintained by the Department of Health and Human Services (DHHS), as amended from time to time.

This means that you consent to MDHS and DHHS collecting sensitive personal information, including details about your criminal, employment and engagement history, for the purposes of compiling the Disability Worker Exclusion List (the List).

Your conduct in relation to your engagement with MDHS, and your conduct outside of your engagement with MDHS, could result in you being placed on the List and could jeopardise your ability to be engaged by a disability service provider.

As defined in the Disability Act (Vic),

- A Disability Worker is a person engaged by a disability service provider who:
 - provides, or supervises or manages a person who provides direct support to a person with a disability, and
 - has direct contact or access to a person with a disability
- Excluded Work is work performed at a disability service:
 - as a Disability Worker, or
 - that involves regular direct contact with or access to a person with a disability.

If you are placed on the List or a Notification is made about you (that is, a disability service provider has notified DHHS that you have engaged in conduct which may fall within the List criteria), you agree that DHHS may inform any other disability service provider or authorised labour hire agency that is currently engaging you, that you are on the List or that you are the subject of a Notification.

Accordingly, you must inform MDHS of the name and address of any other organisation you are engaged in or intend to become engaged by.