# Position Description

| Position Title | Statutory Reporting Data Manager |
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| Position Number | 30027829 |
| Division | Finance & Resources |
| Department | Health Information Services |
| Team | Health Information Services |
| Enterprise Agreement | Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)Enterprise Agreement 2021-2025 |
| Classification Description | Administrative Grade 4 Level 1 |
| Classification Code | HS4 – HS29 |
| Reports to | Manager – Data Quality & Governance |
| Management Level | Tier 4 - Shift Managers, Team Leaders & Supervisors |
| Staff Capability Statement | Please click here for a link to  staff capabilities statement |

## Bendigo Health

With more than 4,000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

# The Finance & Resources Division

The Finance and Resources Division is responsible for financial functions, including reporting, budgeting, forecasting, performance monitoring and analysis, together with our procurement, materials management and facilities management functions. The division also includes Health Information Services with key roles in medical record management, clinical documentation, freedom of information, and external data reporting requirements.

These are essential non-clinical services providing high-quality support, advice, monitoring and compliance functions. The team are focussed on delivering the strategic vision within their responsibilities and on assisting the organisation operationally.

# The Health Information Services Team

Health Information Services (HIS) provides a range of services for Bendigo Health including:

- specialised management of health information and medical records;
- clinical coding and expertise in clinical classification and activity based funding models;
- clinical documentation education and support;
- statutory data reporting compliance mandated by Department of Health (DH) policies and business rules;
- data quality responsibilities across Bendigo Health to maintain integrity for internal and external reporting;
- medical records form design and records standards;
- Freedom of Information (FOI) responsibilities and Release of Information (ROI) for general practitioners and external health care providers;
- medical transcription services; and
- requests for medical records and request for other information and privacy.

# The Position

Managers at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group. A manager at Bendigo Health should have, or aspire, to, the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Statutory Reporting Data Manager is a member of the data team responsible for the management and reporting of timely and accurate submission of statutory datasets in accordance with Department of Health (DH) policies and business rules across Bendigo Health. DH data sets include Victorian Admitted Episodes Dataset (VAED), Victorian Emergency Minimum Dataset (VEMD), Elective Surgery Information System (ESIS), Agency Information Management System (AIMS), Victorian Integrated Non-Admitted Health Dataset (VINAH) and Victorian Cost Data Collection (VCDC).

The Statutory Reporting Data Manager will assist in the development and implementation of robust governance to ensure accurate capture and reporting of data. This includes policy and procedure development; regular audits and full reconciliation of statutory datasets; data error management and internal data control processes; targeted staff education and implementation of actions arising from internal and external reviews.

This role requires an individual with knowledge of the DH business rules and policies, who has excellent planning skills, well-developed presentation and communication skills, meticulous attention to detail and has the ability to work well in a team and be able to work within deadlines to manage competing demands.

# Responsibilities and Accountabilities

## Key Responsibilities

This position will contribute to Bendigo Health data reporting including monitoring, transmission and reconciliation of DH data collections in accordance with standards, specifications and data quality processes. It will undertake quality assurance and data integrity audits and reconciliation to ensure submissions are accurate and complete according to the mandated time frames.

This position will support the development of appropriate training materials and the delivery of end user training across the organisation, including providing support to end users to ensure processes, systems and procedures aid the accurate collection of data in the most efficient manner.

This position will develop and maintain relationships with staff from across Bendigo Health that are responsible for the quality and integrity of reportable data entry. This will include addressing compliance issues by following the data integrity framework to optimise data quality across data collections.

This positon will support the effective communication and management of the annual changes to DH policy and business rules, to ensure that changes are successfully implemented across the service.

This position may, dependent on skill set and experience, participate in the completion of monthly clinical coding within set deadlines and support quality coding and casemix reviews and audits.

To undertake additional responsibilities as requested by the manager.

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the

employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

# Key Selection Criteria

## Essential

1. Relevant tertiary qualifications in Health Information Management or other related qualification with demonstrated experience in areas of health management, information technology, data quality management or similar.

## Desirable

2. Comprehensive understanding of best practice data management, including data assurance concepts and practices.

3. Excellent analytical ability to work with data sets to collate, analyse and present information to varying audiences.

4. Demonstrated knowledge of health information reporting, security and confidentiality legislation.

5. Meticulous attention to detail with an ability to critically evaluate data quality and seek opportunities to improve.

6. Excellent communication and interpersonal skills that will cultivate productive working relationships and facilitate excellent relationships with stakeholders.

7. Ability to be self-directed, motivated and committed to self-improvement.

# Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Influenza Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with the Bendigo Health's various infection control policy and procedures. All staff are required to have a current influenza vaccination prior to commencement at Bendigo Health.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*