

Position Title: **VINAH Data Manager / Health Information Manager**

Campus: **Ballarat**

Directorate: **Corporate Services Office**

Department: **Health Information Services**

Reporting to: **Manager, Datasets**

Direct Reports: **Nil**

Appointment Terms/Conditions:

Classification and Code: Commensurate with skills and experience

Enterprise Agreement: Health & Allied Services/Managers and Administrative Officers or,
Allied Health Professionals

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

<i>Collaboration</i>	<i>Compassion</i>	<i>Accountability</i>	<i>Respect</i>	<i>Innovation</i>
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

To manage, with partner VINAH Data Manager/HIM, the data cycle, and data quality of the Victorian Integrated Non-Admitted Health Minimum Data Set (VINAH MDS). The role may also include management of minor datasets and reporting and leave coverage of other datasets.

KEY ACCOUNTABILITIES

Data Management – VINAH MDS

- Undertake data extraction, cleansing, submission, cleansing, reconciliation cycle for the VINAH MDS, ensuring Department of Health and internal reporting timelines are met.
- Comply with, and maintain currency of, the VINAH MDS Data Monitoring Framework.
- Maintain documentation of data management processes for the VINAH MDS.
- Maintain quality control and reconciliation measures for the VINAH MDS.
- Liaise with staff involved in front end data collection to ensure understanding of data and data integrity requirements.
- Provide education to business owner/front end staff regarding the VINAH MDS and changes to same.
- Provide Subject Matter Expertise in matters pertaining to the statutory data collections as required.
- Work with internal service providers and DH to set up VINAH MDS structures for new non admitted services.
- Manage/assist with 1 July annual change process for statutory data collections including system testing and liaison with stakeholders.
- Internal reporting relating to statutory data collections.
- Resolve issues as notified by internal and external stakeholders.
- Training and support of partner VINAH Data Manager
- Provide leave coverage of other datasets as required
- Other duties as required by Dataset Manager or Director, Health Information Services.
- Ad-hoc duties.

Other Datasets and Reporting

Victorian Healthcare Experience Survey (VHES)

- Conduct the monthly VHES data submission cycle.
- Maintenance of the data extraction process to ensure data submission is accurate and valid.

Discharge Summary Compliance Reporting

- Prepare and distribute monthly Discharge Summary Status report to stakeholders.
- Prepare and distribute weekly email detailing number of outstanding summaries to stakeholders.

Victorian Audit of Surgical Mortality (VASM)

- Monthly submission and notifications.
- Manage extract of medical record for peer review.

KEY SELECTION CRITERIA

Mandatory

- Qualified and experienced Health Information Manager or experienced Data Manager.
- Experience in managing a statutory dataset.
- Excellent analytical, conceptual, organisational skills.
- Ability to work with large data set and to logically trouble shoot and problem solve data issues.
- Intermediate to Advanced Excel skills.

- Willingness and aptitude to learn.
- Excellent concentration, attention to detail, thoroughness and follow through.
- Excellent interpersonal skills and an ability to work in a close team environment.
- Excellent leadership skills and ability to build relationships with stakeholders.
- Ability to work independently, self-assign and complete tasks
- Ability to critically evaluate data and seek opportunities to improve data quality.

Desirable

- Experience working with health statutory datasets would be highly regarded.
- Experience working with webPAS and Opal (BOSSnet) would be highly regarded.
- Qualification in Health Information Management.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing, and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect 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 socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

- An annual performance review will occur with your manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

VERSION

Date Written:	11/04/2024
Date Revised:	26/04/2024, 09/05/2024, 10/05/2024, 10/07/2026