

**Position Title:** Freedom Of Information Reviewer

**Campus:** Ballarat

**Directorate:** Chief Medical Officer

**Department:** Legal Services

**Reporting to:** FOI Officer/ General Counsel

**Direct Reports:** N/A

### Appointment Terms/Conditions:

**Classification and Code:** HS1

**Enterprise Agreement:** Health and Allied Services

### ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at [www.grampianshealth.org.au](http://www.grampianshealth.org.au)

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

<b>Collaboration</b> <i>We are stronger together.</i>	<b>Compassion</b> <i>We show that we care.</i>	<b>Accountability</b> <i>We do what we say and say what we do.</i>	<b>Respect</b> <i>We appreciate and value all people.</i>	<b>Innovation</b> <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**

The FOI Reviewer (casual) supports the Freedom of Information Officer by reviewing patient and other hospital records in compliance with the *Freedom of Information Act 1988* (Vic). The FOI reviewer ensures that hospital records are reviewed and prepared for a release decision in compliance with statutory deadlines.

## **KEY ACCOUNTABILITIES**

- Undertaking initial training regarding the Freedom of Information legislation, internal processes and guidelines to ensure understanding of the role requirements.
- Applying training to undertake review of medical records and ensure compliance with Freedom of Information legislation.
- Making decisions regarding the release of the medical record and the application of exemptions in accordance with the Freedom of Information legislation.

The FOI review of the medical record includes:

- Close and carefully reading of patient records in their entirety;
- Review applicant's rights for access to medical information;
- Monitoring timeframes to ensure review completed within statutory time limits;
- Checking all documentation for the patient has been reviewed, including secondary files and where necessary, identifying appropriate exclusions in accordance with legislation, and preparing the documentation in accordance with that decision;
- Consider any legal risks following from the requests and discussion with Legal Services team;
- Finalising review of file (including calculating costs and updating information in the records management system);
- Consulting with the FOI Officer, in a timely manner, regarding any aspects of the review that are cause for concern to ensure legislative timeframes are met.

### **General**

- Providing other administration support as directed to by the General Counsel or their delegate to ensure efficient operation of the team, within scope of practice.

## **KEY SELECTION CRITERIA**

### **Qualifications**

- Previous experience working in the health care system and with patient records;
- Possess or be working towards a clinical qualification in health services, for example nursing, paramedicine, medicine, mental health, midwifery or allied health services.

### **Work Environment**

- This is a wholly on-site role.

### **Personal attributes**

- High level of accuracy and attention to detail;
- Ability to manage a number of priority matters contemporaneously;
- Demonstrated interpersonal and relationship building skills
- Demonstrated problem solving skills;
- Effective time management and prioritisation skills;
- Ability to work autonomously and within a team environment;
- Ability to exercise initiative where appropriate;

- Demonstrated ability to maintain confidentiality;
- High level of maturity and ability to exercise discretion in dealing with sensitive information;
- Positive approach to a challenging workload at times.

## **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.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- 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 by 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.