

Position Title: Activity Optimisation Lead

Campus: Grampians Health

Directorate: Aged and Community Care

Department: Planning and Reform and Community Aged Care

Reporting to: Director of Nursing Planning and Reform

Direct Reports: N/A

Appointment Terms/Conditions:

Classification and Code: Allied Health G3 or equivalent, Nursing, HIM, suitably experienced person
Commensurate with skills and experience

Enterprise Agreement: Relevant award depending on the discipline of the successful applicant

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

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.

Collaboration	Compassion	Accountability	Respect	Innovation
<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

The Activity Optimisation Lead reports directly to Planning and Reform DON however operational reporting line is to CHSP/HACC-PYP Manager. In liaison with Community Aged Managers, they are responsible for coordination of data management including quality control and processes to ensure data integrity, accuracy and timely submission of statutory datasets.

In conjunction with the Community Aged Managers, they will:

- Develop subject matter expertise in data sets including but not limited to Commonwealth Home Support Program (CHSP), Home and Community Care Program for Younger People (HACC PYP) and Support at Home (SaH)
- Support GH and relevant managers to maintain compliance with funding agreements
- Assist with identifying and implementing opportunities to maximise and/or increase funding
- Plan and prepare for future changes including but not limited to introduction of EMR and CHSP transition to SaH.

The role is required to build effective working relationships across the organisation with respect to data management and reporting.

KEY ACCOUNTABILITIES

The key accountabilities for this position are to:

- Act as the central point of contact between Community Aged Care, relevant Community Program Managers and other internal and external stakeholders regarding data management.
- Build strong, collaborative working relationships across GH with key personnel including IT and Health Information Services, DSU and Allied Health.
- Lead the development, implementation and maintenance of standardised data processes, controls and reporting to ensure accuracy, integrity and compliance.
- Oversee data collection, data submissions and statutory dataset requirements, including monitoring, auditing and analysing data quality and performance against targets.
- Prepare accurate and timely reports, including identifying and correcting data errors through liaison and report development.
- Resolve data-related issues raised by stakeholders and provide guidance on interpreting datasets and client information.
- Work with managers to design and implement data capture and reporting structures for new or evolving services.
- Provide leadership in the accurate and efficient use of patient administration and client management systems.
- Coordinate system upgrades, testing and change processes in collaboration with system owners (e.g., IBA webPAS, UNITI, iPM, DC2Vue).
- Support and deliver training to staff to improve data literacy, system use and compliance with data standards.
- Identify opportunities to enhance patient and clinical applications to improve data collection and workflow efficiency.
- Assist stakeholders to understand reporting requirements and use data effectively for decision-making.
- Support organisational readiness for future system transitions, including SaH and EMR.

KEY SELECTION CRITERIA

Qualifications and experience

Applicants with any of the following will be considered:

- Qualified Health Information Manager
- Experienced Data Manager
- Allied Health or Nursing qualification with relevant experience or interest in the area
- A suitably experienced person

Technical/Professional Knowledge and Skills

- Proficient in the use of a broad range of administrative processes, Excel, IT systems, and patient information systems utilised in health and community services.
- Significant experience in data management and to be, or have the ability to become the subject matter expert for data management of relevant funding bodies
- Highly developed communication and interpersonal skills including the ability to develop and maintain effective working relationships with staff internal and external to the department.
- Ability to work with large data sets and to logically troubleshoot and problem solve data issues.

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.