

Position Title: Health Information Manager, Mental Health

Campus: Ballarat

Directorate: Community & Aged Care

Department: Mental Health & Wellbeing Services

Reporting to: Operations Director, Mental Health

Direct Reports: 3-6

Appointment Terms/Conditions:

Classification and Code: Health Information Manager G3 Y1-Y4 (YA69-YA72)

Enterprise Agreement: Victorian Public Mental Health Services Agreement

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

Grampians Health – Mental Health Services provides a comprehensive range of mental health services to people who reside throughout the Grampians area.

This position supports the operation of Grampians Health - Mental Health Services being responsible for Health Information practices, capacity building and support of service planning.

KEY ACCOUNTABILITIES

- Lead internal data collection, reporting and related quality improvement and service development activities
- Provide guidance related to Performance and Activity funding requirements
- Provide leadership, direction and mentoring to develop a cohesive team
- Promote key principles and functions of Health Information Management; Privacy & Confidentiality, Effective Record Management, Accurate and Timely Data, Analysing and Reporting
- Perform quality improvement and project management activities
- Promote principles of collaboration, co production and co design
- Provide education, support and expert knowledge regarding Mental Health state-wide data collection and management
- Develop strong partnerships with internal and external partners, ie Team Leaders, Managers, Executive, Information Management Colleagues, Mental Health Tribunal, Legal Aid, Department of Health and Mental Health Service Peers
- Demonstrate expert knowledge of and adherence to standards and legislation relevant to the role (such as Mental Health & Wellbeing Act 2022, Health Records Act 2001, Privacy & Data Protection Act 2014 etc) and actively promote compliance with such standards and legislation
- Contribute expertise and knowledge to enhance and support, development and implementation of CMI/ODS replacement and Medical Record advancement to EMR
- Engage in professional development activities through education and training

KEY SELECTION CRITERIA

Qualifications and experience

- Bachelor of Health Information Management
- Eligible for HIMAAA membership
- 7 years plus experience in a Health Information Management role, preferably at least five years in Mental Health with knowledge of previous Mental Health Act, 2014
- Demonstrated desire to work towards post graduate qualification

Technical/Professional Knowledge and Skills

- Expert knowledge of the CMI/ODS, IBA PAS, BOSSNET/Opal and the Mental Health & Wellbeing Act.
- Knowledge of mandatory reporting and legislation pertinent to Mental Health and MHWA 2022
- Experience liaising and working with Government and non government agencies and their representatives
- Participation in special interest and working groups in area of expertise
- Knowledge of Root Cause Analysis and Redesign principles key to continual improvement and change

Work Environment

- You will have outstanding communication skills and be responsive in a timely manner. You will communicate in a clear, easy to understand way

- You will remain calm and focused under pressure
- You will be a team player, but also work well in an autonomous environment
- You will demonstrate an ability to be flexible and adaptable to complete the tasks required

Personal attributes

- Drive and Commitment – sets high standards for themselves
- Customer Focus – Committed to delivering high quality outcomes for service and consumers, their families and carers
- Conceptual and analytical ability – use analytical and conceptual skills to reason through problems
- Decisiveness – Makes rational and sound decisions based on consideration of the facts and alternatives
- Developing others – actively seeks to improve others' skills by providing feedback and coaching to students. Mentoring positive behaviours
- Flexibility – Adaptable and recognises the value of different options and acts accordingly
- Resilience – remains calm and controlled under pressure and accepts feedback
- Self-discipline – Maintains a consistent and sensible pattern of behaviour
- Integrity – Operates in a manner that is consistent with the organisation's values and relevant professional code of conduct.

Interpersonal skills

- Highly developed interpersonal skills with ability to communicate with a broad range of people including consumers, carers, professionals and the general community with sensitivity, discretion and tact. Good problem solving and conflict resolution skills and a willingness to identify and work through issues
- Teamwork – accommodates and works well with the different working styles of others

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.