

Eastern Health

POSITION DESCRIPTION

| | |
|--------------------------------|---|
| Position Title: | Data Quality & Reporting – Co-coordinator |
| Award Classification: | Health Information Manager, Clinical Coder, Admin Officer (HS4), commensurate with experience |
| Award / Agreement Name: | HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025 |
| Position Reports to: | Associate Program Director- Data Quality and Reporting |

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The Data Quality Coordinator is responsible for ensuring the integrity and accuracy of administrative data to meet reporting requirements. This role oversees Victorian Admitted Episode Dataset (VAED) processes by conducting thorough data checks and reviews to ensure compliance with all reporting standards. Working in collaboration with the Associate Program Director – Data Quality and Reporting (APD DQR), the position supports the implementation and monitoring of data quality frameworks and undertakes quality assurance activities that optimise National Weighted Activity Units (NWAU) and drives accurate Activity Based Funding (ABF) outcomes. A key component of the role involves designing, coordinating, and delivering targeted training for clerical staff to promote accurate data entry, which is critical for both ABF and VAED reporting.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Assist the APD DQR in optimising NWAU by undertaking comprehensive quality assurance activities to support Activity Based Funding, including validating administrative data and addressing discrepancies.
- Support the submission of the Victorian Admitted Episode Dataset (VAED) to ensure admitted patient activity is accurately reported and compliant with reporting standards.
- Develop and undertake audits to ensure accurate reporting of high-quality administrative data across Eastern Health.
- Ensure EH comply with all VAED internal and external rules and reporting requirements.
- Co-ordinate EH responses and communication to July 1 reporting requirements for VAED. Liaison with key Data Set owners regarding July 1 changes.
- Support and participate in system testing activities, troubleshooting and resolving issues arising from system updates and enhancements
- Identify data quality issues and recommend process improvements.
- Support business units when implementing new reporting requirements to ensure compliance and accurate reporting to Department of Health.
- Collaborate with non-admitted dataset representatives to enhance data quality and support NWAU optimisation.
- Develop and deliver targeted training to clerical staff to ensure accurate data entry that supports quality reporting and funding outcomes.
- Liaise with the Clinical Costing Analyst to ensure accurate reporting and costing of reportable and non-reportable activity.
- In conjunction with DQR ADP, implement proposed actions to external VAED audit results and recommendations.
- Undertake front-line management of the Data Quality & Reporting team to ensure continuity of operations and support during the DQR ADP's leave period.
- Assist in the submission of ad hoc data collections.
- Attend and minute quarterly Data Reporting Community of Practice meetings.
- Assist with Contracted Care program relating to data collection and reporting in line with statutory reporting requirements.
- Maintain and monitor the team project log.
- Be a point of expertise to assist staff with their responsibilities related to the statutory data sets.
- Participate in annual planning process for the Data Quality & Reporting team.
- Undertake other duties as required by Associate Program Director.
- Travel between sites will be required. Work may be based at any Eastern Health site.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high-quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate

discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

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.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

| | |
|--------------------------------|--|
| Position Title: | Data Quality & Reporting – Co-coordinator |
| Award Classification: | Health Information Manager, Clinical Coder, Admin Officer (HS4), commensurate with experience |
| Award / Agreement Name: | HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025 |
| Position Reports to: | Associate Program Director- Data Quality and Reporting |

Essential

- Demonstrates behaviour that promotes teamwork
- Has a co-operative and non-adversarial communication technique
- Demonstrated ability to learn and develop
- Shows initiative and desire for quality improvement activities
- Attention to detail
- Demonstrated ability to work autonomously and as part of a team
- Demonstrated planning and organisational skills
- Possess good negotiation skills
- Demonstrated ability to learn and develop
- Good understanding of information management principals
- Strong commitment to quality improvement initiatives
- Ability to review own performance to enhance and improve in assigned duties
- Demonstrated effective and appropriate written, verbal, presentation and interpersonal communication techniques
- Demonstrated ability to manage self and others in order to meet deadlines

- Experience with managing change
- Experience with training staff
- Ability to work well with staff at all levels
- Able to identify problems and suggest a solution
- Ability to work independently and prioritise work requirements
- Sound knowledge of statutory reporting requirements
- Advanced proficiency in Microsoft 365 suite
- Sound knowledge of the flow of health information as part of the patient journey and its impact on mandatory reporting

Desirable

- Bachelor of Applied Science (Health Information Management) or equivalent
- Knowledge and understanding of Activity Based Funding (ABF) models
- Experience in Health sector
- Staff management experience
- Experience in creating and maintaining test scripts to facilitate system testing
- Sound knowledge of system integration
- Understanding of HL7 integration messaging
- Extensive knowledge of i.PM, EMR/ CPF

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au