
HEALTH INFORMATION MANAGER (HIM)

MARCH 2022



Location:	Parkville
Division:	Information and Communication Technology (ICT)
Classification/ Salary Range:	Health Professionals and Support Services Award 2020 Level 3 or equivalent
Employment type:	Full Time Ongoing
Position reports to:	Chief Information Officer (CIO)
Additional Stakeholders	YPARC team, Health Information Management team and wider Orygen and Melbourne Health teams

1. POSITION SUMMARY

The role of the Health Information Manager (HIM) will work collaboratively with the wider Orygen Health Information Management team as a Centre of Excellence, to provide governance of health information. You will be responsible for providing leadership and undertaking activities to ensure that the organisation meets its requirements in the collection, use, evaluation and management of health information across Orygen with a focus on Youth Prevention and Recovery Centre (YPARC). This position is a key resource and contact person for staff in regards to process development and adherence of the standards for the management of information relating to health.

The role will also work closely with the CIO and other stakeholders on the Melbourne Health disaggregation project.

This role will also be part of the team that governs health information and supports the operational roll out of health information processes to clinical teams in community, inpatient, residential, and other specialist areas across Orygen.

This role will support all consumer movements to and from YPARC ensuring timeliness and accuracy of all transactions to support the provision of comprehensive and safe consumer and family/carers-oriented care.

The role will also be a key member of the YPARC implementation project team in the codesign and operational development of this new addition to Orygen service provision.

2. POSITION CONTEXT

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse and include:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.

- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.
- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with 'in-person' clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.
- A policy think-tank drawing on Orygen's research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

The Orygen Strategic Plan identifies developing, delivering and rolling-out best service models as a Strategic Priority, namely 'developing, implementing and evaluating an exemplar seamless integrated clinical service model for young people in the north and west region of Melbourne.'

This position will focus on the emerging Orygen YPARC, as well as the disaggregation project of Orygen from Melbourne Health. The estimated work breakdown will be 0.4 FTE on YPARC and 0.6 FTE on the transformation project.

The YPARC centre is a pivotal sub-acute program supporting young people transitioning to the community from inpatient psychiatric care, or to intervene early and prevent further deterioration that may lead to inpatient psychiatric care. The YPARC will also support young people with substance use issues. The YPARC will become a pivotal component of service delivery within the evolving Orygen service system.

3. ABOUT ORYGEN

VISION	Young people to enjoy optimal mental health as they grow into adulthood.
MISSION	Reduce the impact of mental ill-health on young people, their families and society.
VALUES	Respect, accountability, teamwork, excellence & innovation.
COMMITMENTS	First Nations people of Australia, young people and their families, LGBTIQ+ people & culturally and linguistically diverse people.

4. KEY RESPONSIBILITIES AND OUTCOMES

The Health Information Manager will be working across all Health Information Governance pillars across Orygen:

1. Health Information & the Clinical Record
2. Data Integrity, Reporting & Analysis
3. Digital Health & Informatics
4. Privacy, Confidentiality & Security
5. Legislation and Standards

Health Information & the Clinical Record

- Develop and deliver education and training packages for clinical and non-clinical staff
- Assist to develop and mentor HIS administrative staff, especially with maintaining up-to-date knowledge in technology, e.g. eMR, CMI, iPM, ECM and legislative changes impacting health information
- Monitor and improve documentation standards in the clinical record
- Ensure information is collected, used and disclosed appropriately to maintain security and integrity

- Assist to maintain and improve ease of access, use, sharing and release of clinical information within legislative and Standards frameworks
- Monitor destruction schedule for all classes of records held in off-site storage

Integrity, Reporting & Analysis

- Develop and assist with implementing consistent work processes across Orygen sites and teams, e.g. cohesive data collection and reporting
- Work in collaboration with stakeholders to develop efficiencies in data collection and reporting
- Provide support to operationalise recommendations/directives to improve data collection techniques, data integrity and compliance with reporting requirements
- Undertake audits and report on findings. Assist to develop and implement recommendations for action
- Undertake analysis of data to assist with service development, monitoring and improvement
- Assist to enable organisational readiness for Activity Based Funding
- Monitor and report on compliance with KPIs especially those related to Activity Based Funding
- Assist with Clinical Classification of bed-based episodes (coding)
- Work co-operatively with others, e.g. Quality Improvement Consultant on data collection, improvement and reporting projects

Digital Health & Informatics

- Maintain and improve interoperability to ensure all components of the clinical information system operate successfully together
- Represent Health Information Services in proposed changes to any systems used in the collection and reporting of clinical information
- Assist to build cooperative working relationship with all facets of the Orygen divisions
- Assist to maintain and promote awareness of cyber security issues with clinical and non-clinical staff

Privacy, Confidentiality & Security

- Assist to maintain and promote high standards of privacy and confidentiality with clinical and non-clinical staff
- Enable and assist with making clinical information available when within the parameters of legislation, e.g. Health Records Act 2001 (Vic), The Mental Health Act 2014

Legislation & Standards

- Provide education to clinical and non-clinical staff to ensure up-to-date knowledge with legislation and standards which govern clinical information
- Assist with ensuring that government, regulatory and professional standards are met by all staff but especially in Health Information Services

Operational Management

- Manage the forms development and approval process across all for Orygen sites YPARC
- Identify and minimize the number of forms which have not been officially approved for use
- Assist with establishing internal processes which minimize the production and approval process for new forms
- Take accountability and responsibility for own professional development to ensure HIM competencies are met and maintained to the level and standard as outlined by HIMAA
- Carry out specified tasks to assist with covering HIM leave

5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

- Bachelor of Health Information Management, or equivalent
- Eligible for membership of Health Information Management Association of Australia

Essential

- Excellent written and verbal communication skills, with proven ability to communicate confidently in matters relating to Health Information to a wide range of stakeholders

- Proficient computer skills with a demonstrated ability in word processing, PowerPoint and database programs, as required
- Able to work collaboratively with various stakeholders across an organisation, such as Health Information Managers, clinicians, lived experience workforce, IT, executive and administrative professionals
- Able to perform with limited direct supervision, but remain part of a team
- Experience in, or demonstrable understanding of, information systems and processes, including understanding the collection and reporting of health datasets to the State and Commonwealth, in particular those for mental health services
- Experience in, or demonstrable understanding of, data analysis, monitoring and integrity of mental health service performance and evaluation, statistical analysis and database management
- Experience in, or demonstrable understanding of, clinical classification of bed-based episodes using ICD-10-AM; understanding of the Victorian Admitted Episodes Dataset (VAED) and casemix data
- Demonstrated ability to prioritise and manage deadlines
- An understanding of and commitment to ethics and confidentiality issues, particularly in relation to the health and allied-health professions
- A current driver licence

Desirable

- Health information management experience in a mental health setting or healthcare service
- Understanding of the Mental Health Act 2014 (Vic), Health Records Act 2001 (Vic), Privacy and Data Protection Act 2014 (Vic), and other legislation relating to health information management
- Experience in upskilling or providing education and training to clinical and/or administrative staff

6. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- A current Victorian driver's license (if relevant to role).
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- In line with Government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- Successful applicants will be required to provide proof of COVID-19 Vaccination prior to commencement.

7. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name:	
Signature:	
Date:	