

1. THE ORGANISATION AND OUR MISSION

St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 5,000 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. KEY POSITION DETAILS

Job Title:	Health Information Manager/Clinical Coder	Reports to:	Manager, Health Information Services
Program:	Business Analysis & Reporting	Department:	Health Information Services
Industrial Agreement:	Victorian Public Health Sector (Health Professionals, Health & Allied Services, Managers & Administrative Officers) Enterprise Agreement 2011-2015	Classification:	Grade 1 – Grade 2 (JA1 – JB1)

3. LOCAL WORK ENVIRONMENT

This position works within the Health Information Services department alongside 20 other Health Information Managers & Clinical Coders. St Vincent's utilise a scanned medical record (InfoMedix) and coding is performed from the scanned medical record. Our internal coding deadline is 9 working days post end of month. We have monthly coding meetings which include education/presentations etc. from other departments. The option to work some hours from home is offered to our experienced staff. We have coding auditors & educators within our team and a comprehensive training program is undertaken for all new staff.

4. POSITION PURPOSE

- To code inpatient episodes in a timely and accurate manner
- Additional duties will be allocated to Health Information Managers e.g. data reporting

5. POSITION DUTIES

- Classification of patient episodes using ICD-10-AM in accordance with NCCH Australian Coding Standards and Victorian Guidelines.
- Participate in ensuring achievement of all internal and external coding reporting deadlines.
- Participation in monthly coding meetings and other relevant educational opportunities

6. INCUMBENT OBLIGATIONS

General

- Perform the duties of the position to the best of their ability and to a standard acceptable to SVHM
- Comply with all SVHM policies, procedures, by laws and directions
- Comply with all SVHM requirements, policies, procedures and directions
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Participate in the annual SVHM performance review process
- Display adaptability and flexibility to meet the changing operational needs of the business
- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance
- Maintain skills and knowledge necessary to safely and skilfully undertake duties
- Take personal responsibility for the quality and safety of work performed
- Recognise the relationship between clinical and non-clinical functions in the achievement of optimal safety and quality care
- Take all necessary care and precautions in the performance of duties
- Participate in risk management and continuous quality improvement activities as part of day-to-day work

Health and Safety

- Attend general hospital orientation within 3 months of commencement
- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
- Report incidents and accidents and collaborate with management to resolve safety issues
- Complete required Fire and Emergency Training annually
- Complete required Workplace Culture and Equity Training annually

7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)

The incumbent of this position will be expected to possess the following core capabilities:

Capability		Demonstrated behaviour
Personal	Personal effectiveness	Takes responsibility for accurate, timely work results
	Learning Agility	Identifies personal development needs and seeks information from a range of sources
Outcomes	Patient/Resident/client centred	Strives to meet and exceed expectations, demonstrating sound judgement
	Innovation and Improvement	Contributes to improvement by reviewing strengths and weaknesses of current processes
Strategy	Driving Results	Manages own work load to deliver results
	Organisational Acumen	Understands the interdependencies between units/departments
People	Working with and Managing others	Takes responsibility for ensuring productive, efficient teamwork
	Collaboration	Works collaboratively within and outside the team

8. SELECTION CRITERIA

- Sound coding skills & knowledge of the Australian Coding Standards
- Understanding of the Victorian Casemix funding model

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Australian or New Zealand qualification in Health Information Management or Clinical Coding
- Eligibility for full membership of the Health Information Management Association of Australia

8.2 OTHER ESSENTIAL REQUIREMENTS

- Effective communication and organisational skills
- Demonstrated attention to detail
- Knowledge of the Victorian Casemix funding model
- Ability to achieve targets & deadlines
- Demonstrated ability to learn & understand new systems

8.3 OTHER NON ESSENTIAL REQUIREMENTS

- 2 years of coding experience relevant to St Vincent's casemix
- Proficient in the use of Microsoft packages (Word, Excel, Access, PowerPoint etc.)

PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

AGREEMENT

General:

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

Name: _____

Signature: _____

Date: _____