

Bulletin

Health Data Standards and Systems

Issue 84: 29 April 2005

Attention: Health Information Managers - For action
VAED/ESIS/VEMD Submission officers - For action
VAED/ESIS/VEMD Software suppliers - For action
Emergency Department Directors – For action

Issue 84 of the Health Data Standards & Systems (HDSS) Bulletin has been published in electronic format only. It has been posted onto our website at <http://www.health.vic.gov.au/hdss/bulletin/84-290405.pdf> and can be viewed as a downloadable file. To view the subject index for every edition of the bulletin, please refer to: <http://www.health.vic.gov.au/hdss/bulletin/bulindex.htm>

Bulletin 84 provides information regarding:

- Hospital code changes
- HDSS staffing update and job opportunity
- Errata to the Specifications for revisions to VAED 1 July 2005

Please download the document from our web site. If you do not have Internet access, please contact the HDSS Help Desk to obtain a hard copy of this bulletin. It is essential that this document be distributed to relevant staff in your organisation.

Yours faithfully,

Andrew Brown
Manager, Health Data Standards and Systems
Metropolitan Health and Aged Care Services Division

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HDSS Update

84.1 HDSS staffing update

Andrew Brown has been appointed the permanent manager of the Health Data Standards and Systems Unit. Andrew can be contacted on 03 9616 8733 and Andrew.Brown@dhs.vic.gov.au.

84.2 HDSS job opportunity

The Health Data Standards and Systems (HDSS) Unit has a short term vacancy available for a suitably skilled and motivated individual: Health Information Management Advisor: VPSG4 level position (\$53582-\$60794).

Purpose of the Job:

- Contribute to the effective management of computerised patient-level data collections (Victorian Admitted Episodes Dataset, Victorian Emergency Minimum Dataset, Elective Surgery Information System, and Client Management Interface for Mental Health clients) and the aggregate data collection: Agency Information Management System (AIMS). This includes specification of extensions and enhancements, database maintenance, report production and data analysis.
- Provide specialist technical advice to central and regional offices and health care facilities and other relevant enquirers on data definitions and standards, data collection systems, and health records management.
- Provide specialist technical advice to central and regional offices and health care facilities and other relevant enquirers, particularly in regard to the International Classification of Diseases and Related Health Problems, 10th edition, Australian Modification (ICD-10-AM) and Australian Refined Diagnosis Related Groups (AR-DRGs).
- Plan and introduce initiatives aimed at ensuring the quality, timeliness and accuracy of patient based and aggregate data records.
- Contribute to the preparation of user manuals and other technical documentation and the provision of training and support associated with the ongoing development of data collection systems.
- Support the operations of relevant committees including the recording of minutes. Assist other staff within the Unit as required.

Key Objectives:

Operating at Grade 4 you will:

- Interpret and advise on business rules and processes relevant to key Acute health data, assisting in policy formulation relative to hospital reporting requirements.
- Prepare reports, correspondence and manuals relative to procedural and conceptual and consultation requirements associated with Acute health data.
- Apply well developed liaison skills in the context of complex negotiations with senior Health Information staff in both public and private hospitals.
- Apply appropriate analytical techniques in reviewing reported unit record and summarised aggregate data to develop continuous data quality improvement strategies.
- Cooperate with managers in consultative processes that improve health and safety by using the relevant tools and systems, such as procedures, guidelines and policies.
- Observe the safe working practices you have been trained in, and as far as you are able, protect your own and others' health and safety.

Selection Capabilities:

Selection will be based on the skills, knowledge and personal attributes that are required for achieving the key objectives listed above. Demonstrated conduct in line with departmental values, past performance and the potential for future development will also be considered.

Desirable Qualifications:

- An appropriate tertiary qualification and eligibility for full membership of the Health Information Management Association of Australia.
- Experience in a hospital patient information management service.

Selection Capabilities:

- Extensive knowledge of data collection and patient information management issues.
- Ability to compile and interpret information in regard to data quality issues and to identify, analyse and recommend solutions to problems.
- Detailed knowledge of diagnosis and procedure coding and an in-depth knowledge of casemix related issues, particularly in regard to Australian Refined Diagnosis Related Groups.
- Sound working knowledge of word processing, spreadsheet, statistical analysis and web-based software.
- Well developed communication and interpersonal skills.
- Self motivation, able to initiate activity and to exercise a high level of independent judgement.

Attributes:

Team Work: co-operate well and work well with others in the pursuit of team goals, share information, support others, show consideration, concern and respect for others feelings and ideas.

Ethics and Values: model the department's Values, act with integrity and have high ethical standards, inspire trust by treating all individuals fairly.

Drive and Commitment: be enthusiastic and committed, demonstrate capacity for sustained effort and hard work, set high standards of performance for self and others.

Building productive networks: are able to establish and maintain relationships with people at all levels, promote harmony and consensus through diplomatic handling of disagreements, are able to forge useful partnerships with people across business areas, functions and organisations

How to apply:

Your application should include:

- A completed 'Application for Employment Form' available from www.dhs.vic.gov.au.
Note: Please ensure all sections are completed
- A statement addressing each 'Selection Capability' clearly demonstrating your ability to meet the 'Key Objectives' of the role.
Note: Read the Key Objectives carefully so you have a good understanding of what is required and remember to address what skills, knowledge and attributes you have.
- General resume
- Copies of any formal qualifications
Note: Where a 'Mandatory Qualification' is required, ensure you complete the necessary section on your Application Form and enter year completed. If emailing your application, hard copies of your qualifications will need to be produced at interview.
- 2 nominated referees, including your current supervisor if you are currently working
- Indigenous applicants are invited to contact Kylie Kinsela on 9616 2921, Co-ordinator, Indigenous Recruitment and Career Development for advice and support with your application.

Applications to be sent to:

Your application, quoting reference number 30020089 can be:

Mailed to: The Recruitment Officer, Metropolitan Health & Aged Care Division,
Level 17/555 Collins Street, Melbourne, 3000

Hand Delivered to: As above

Emailed to: metro.recruit@dhs.vic.gov.au

If you are interested in this challenging position, please contact Andrew Brown, Manager, HDSS on 03 9616 8733 by close of business 04 May 2005 to obtain further details.

Global Update

84.3 Hospital Code Table Updates

Please note the following changes to the Hospital Codes for Melbourne Health. All hospitals should update their reference files for VAED and VEMD fields *Transfer Source* and *Transfer Destination* and ESIS fields *Destination* and *Referring Hospital* for patients transferred to or from a Melbourne Health hospital from 1 May 2005.

Campus	Previous campus code/s	New Campus code	Effective date
Royal Melbourne Hospital Mental Health Services – Orygen Inpatient Unit [Footscray]	1332	1332 (Same as previous)	Current code
Royal Melbourne Hospital – City Campus	1331 Royal Melbourne Hospital – City Campus 1333 Royal Melbourne Hospital Mental Health Services – Grattan Street	1334	1 May 2005
Royal Melbourne Hospital – Royal Park Campus	1060 Royal Melbourne Hospital – Royal Park Campus	1335	1 May 2005

Victorian Admitted Episodes Dataset (VAED)

84.4 Errata to the Specifications for revisions to VAED 1 July 2005

New data item *Palliative Care Patient Days* specification includes titles of five new edits related to this item. Only three new edits have been created for this data item. Edits 610 and 611 were listed here in error. These edits have not been developed and are not specified anywhere. Please delete the following from page 31 of the *Specification for Revisions to PRS/2 and the VAED for 1 July 2005*.

- 610 Pall Care Pt Days without Pall Care Diag
- 611 Pall Care diag without Pall Care Pt Days at approved site

Additionally edit 528 *Stat Episode Pall: Not NHT in Prior Episode* should also have been listed as being amended to edit at campus level, not hospital level.

HDSS Bulletin by dataset

This table lists the most recent HDSS Bulletins, and identifies the dataset to which they relate. All previous bulletins are on the website at:

<http://www.health.vic.gov.au/hdss/bulletin/bulindex.htm>

If you are unable to access the website, please contact the HDSS Helpdesk to request any previously released HDSS Bulletins.

HDSS Bulletin No:	Date released:	Dataset:			
		VAED / PRS/2	VEMD	ESIS	Other info
Bulletin 84	29 April 2005	✓			✓
Bulletin 83	13 April 2005	✓		✓	✓
Bulletin 82	1 April 2005	✓			✓
Bulletin 81	7 March 2005			✓	✓
Bulletin 80	24 February 2005	✓		✓	
Bulletin 79	21 January 2005	✓		✓	✓
Bulletin 78	20 December 2004	✓			✓
Bulletin 77	26 November 2004	✓		✓	✓
Bulletin 76	3 November 2004	✓			✓
Bulletin 75	26 October 2004	✓	✓	✓	✓
Bulletin 74	20 October 2004			✓	
Bulletin 73	13 September 2004	✓			✓
Bulletin 72	8 September 2004	✓		✓	✓
Bulletin 71	5 August 2004		✓	✓	✓
Bulletin 70	5 August 2004	✓			
Bulletin 69	9 July 2004	✓	✓		✓
Bulletin 68	16 June 2004	✓	✓		✓
Bulletin 67	28 May 2004	✓	✓		
Bulletin 66	30 April 2004	✓	✓	✓	✓
Bulletin 65	08 April 2004	✓	✓	✓	✓
Bulletin 64	25 February 2004	✓	✓	✓	✓
Bulletin 63	26 November 2003	✓			✓
Bulletin 62	10 October 2003	✓	✓	✓	✓
Bulletin 61	16 September 2003	✓	✓	✓	✓
Bulletin 60	26 August 2003	✓	✓		✓
Bulletin 59	05 August 2003	✓	✓		✓
Bulletin 58	22 July 2003	✓			✓
Bulletin 57	01 July 2003	✓	✓	✓	✓
Bulletin 56	11 June 2003	✓	✓	✓	✓
Bulletin 55	29 May 2003	✓	✓	✓	✓
Bulletin 54	07 April 2003	✓	✓	✓	✓
Bulletin 53	19 February 2003	✓	✓		
Bulletin 52	20 January 2003	✓	✓		

HDSS Contact Details

The Health Data Standards and Systems (HDSS) Unit of the Metropolitan Health and Aged Care Division has responsibility for maintaining data standards for five Victorian health data collections:

- Victorian Admitted Episodes Dataset (VAED)
- Victorian Emergency Minimum Dataset (VEMD)
- Elective Surgery Information System (ESIS)
- Agency Information Management System (AIMS)
- Client Management Interface (CMI)(for Mental Health clients).

The *Health Data Standards and Systems Bulletin*, produced on an ad hoc basis by HDSS, provides:

- Answers to common questions recently directed to the HDSS Helpdesk;
- Communication regarding the implementation of revisions to data collection specifications, including notification of amendments to specified data collection reference tables;
- Feedback on selected data quality studies undertaken; and,
- Information on upcoming events.

HDSS Web Site <http://www.health.vic.gov.au/hdss/>

HDSS Helpdesk

Telephone: 03 9616 8141 Fax: 03 9616 7743

Email: VAED: PRS2.Help-Desk@dhs.vic.gov.au

VEMD: submit.vemd@dhs.vic.gov.au

ESIS: ESIS.ESIS@dhs.vic.gov.au

AIMS Helpdesk

Telephone: 03 9616 8595 Fax: 03 9616 7743

Email: aimsmail@aims.dhs.vic.gov.au

CMI / ODS Helpdesk

Mantrack CMI Helpdesk: support@mantrack.com

Mantrack phone contact: 1800 331 946