



SECONDMENT OPPORTUNITY

The Metropolitan Health and Aged Care Services Division is seeking to second a suitably experienced person from the hospital sector to a Senior Project Officer role for a period of approximately nine months.

The Project Officer will take a lead in rolling out and implementing a Pilot patient-level data collection (minimum dataset) in a sample of public hospital outpatient departments.

The person will work with staff in DHS, Outpatient Departments and Software Vendors to implement and evaluate the pilot.



POSITION DETAILS

Title:	Senior Project Officer, Outpatient Data Collection Pilot
Classification:	Secondee
Division/Branch:	Metropolitan Health & Aged Care Services Division Funding, Health & Information Policy Branch Health Information Section Health Data Standards and Systems Unit
Work Location:	18/50 Lonsdale St, Melbourne 3000 Some travel may be required.
Employment Type:	Full-time (negotiable), fixed term (approximately 9 months)
Further information:	Andrew Brown
Phone:	(03) 9096 8733
Position reports to:	Andrew Brown Manager, Health Data Standards & Systems Unit
Closing Date:	26 October 2007

Organisational Environment

The Health Data Standards and Systems Unit (HDSS) has responsibility for maintaining data standards, and optimising data quality and timeliness for Victorian hospital data collections.

As part of the Outpatient Reform Strategy, HDSS is currently undertaking a pilot data collection of patient-level outpatient data from a sample of public hospitals. HDSS is working closely with the Outpatient Reform Team in DHS.

The Outpatient Reform team has oversight of several projects in the Department to improve outpatient services in Victoria.

The Project Officer will report to the Manager, Health Data Standards and Systems and will work closely with the Outpatient Reform Team, the Office of Health Information Systems, Hospital Staff and liaise with Interstate and Commonwealth stakeholders and Software Vendors to implement and evaluate the pilot data collection project.

Accountabilities:

The project officer will:

- Take a lead role in implementing a pilot patient-level outpatient care minimum data set (MDS) project;
- Undertake research and consultation to refine selected data definitions associated with outpatient services;



- Evaluate whether patient-level data can be reliably collected and transmitted from a sample of Victorian outpatient departments;
- Identify data quality, IT capability issues and cost implications;
- Produce a report documenting and evaluating the pilot project and its findings.

Key Selection Criteria

Personal Qualities:

Relationship Building

- Establishes and maintains relationships with people at all levels.
- Promotes harmony and consensus through diplomatic handling of disagreements.
- Forges useful partnerships with people across business areas, functions and organisations.
- Builds trust through consistent actions, values and communication.
- Minimises surprises.

Drive and Commitment

- Enthusiastic and committed.
- Demonstrates capacity for sustained effort and hard work.
- Sets high standards of performance for self and others.
- Enjoys a vigorous and dynamic work environment.

Knowledge and Skills:

Project Management Skills

- Consults, liaises with and influences key stakeholders.
- Produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified.
- Monitors performance against objectives and manages project risks and issues.
- Ensures project objectives are met.

Self Management

- Plans and prioritises work to ensure outcomes are achieved.
- Resists the temptation to react immediately without taking time to think things through.
- Uses strengths to contribute constructively and consciously manages the impact of own weaknesses.
- Anticipates own reactions to situations and prepares accordingly.

Written and Verbal Communications

- Prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language.
- Edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs.
- Ensures appropriate style and formats are used.
- Confidently conveys ideas and information in a clear and interesting way.
- Clearly understands the target audience and the objectives of the communication.



- Handles difficult and sensitive communications well.

Specialist Expertise:

Knowledge of data collection and health information management issues.

- Experience with reporting, specification, and/or operation of administrative health data collections.
- Understanding of administrative reporting cycles, and the uses of statistical health data.

Knowledge of public hospital outpatient departments.

- Experience in the operations, processes and issues faced in public hospital outpatient departments and specialist clinics.

Eligibility:

As this is a seconded role, applicants must be:

- Currently employed in a Victorian Public Hospital.
- Supported by their employer to undertake a secondment to DHS for a period of approximately nine months.

Although this is envisaged as a full-time role, part-time hours may be negotiable.

Desirable Qualifications:

- Experience in a hospital patient information management service.

AND/OR

Experience in a hospital outpatient department.

- Familiarity with the VINAH Minimum Data Set.
- A current driver's licence.

Other Relevant Information

How and Where to Apply

Interested persons should send an application addressing the above criteria and outlining relevant experience to:

Andrew Brown
Manager
Health Data Standards & Systems Unit
Department of Human Services
GPO Box 4057
Melbourne VIC 3001

or e-mail:

andrew.brown@dhs.vic.gov.au