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## SA Health Job Pack

Job Title	Clinical Documentation Specialist
Eligibility	Open to Everyone
Job Number	756192
Applications Closing Date	5 November 2021
Region / Division	Northern Adelaide Local Health Network
Health Service	Lyell McEwin and Modbury Hospitals
Location	Elizabeth Vale and Modbury
Classification	ASO5
Job Status	Full-Time Ongoing
Total Indicative Remuneration	\$89,917 - \$99,891 p.a.

## Contact Details

Full name	Catherine Garvey
Phone number	0435 960 588
Email address	catherine.garvey@sa.gov.au

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Screening - **DHS**
- Vulnerable Person-Related Employment Screening - **NPC**
- Aged Care Sector Employment Screening - **NPC**
- General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# Immunisation

## **Risk Category C (minimal patient contact)**

- *This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). [Please click here for further information on these requirements.](#)*

## Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ↪ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
  - ↪ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.
- \* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding
- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
  - Information for Applicants
  - Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Clinical Documentation Specialist
<b>Classification Code:</b>	ASO5
<b>LHN/ HN/ SAAS/ DHA:</b>	Northern Adelaide Local Health Network
<b>Hospital/ Service/ Cluster</b>	Lyell McEwin/Modbury Hospital
<b>Division:</b>	Corporate
<b>Department/Section / Unit/ Ward:</b>	Coding
<b>Role reports to:</b>	Clinical Coding Manager
<b>Role Created/ Reviewed Date:</b>	April 2021
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children Check - WWCC (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The NALHN Clinical Coding Service, Clinical Documentation Specialist, will facilitate clinical documentation improvement support for clinicians across NALHN. Participation in ward rounds, Grand Rounds, Divisional and other meeting forums will be part of the educational component of this role. Leading the creation and promulgation of documenting considerations in the patient medical record, to enhance the safety and quality care of the patient, record complications of care and co-morbidities influencing the Casemix complexity of patient activity.

Demonstrating patient complexity allows for accurate service planning and enhanced data for research and abstraction purposes for clinical coding. An expert key contact for the Clinical Coding Staff for clinical queries and knowledge in the language of medical record documentation this role will support and advise clinicians in their recording of clinical care to support appropriate reimbursement in the level of service rendered to selected inpatients at NALHN.

### Key Relationships/ Interactions:

#### Internal

Liaison with multi-disciplinary clinical teams to interact with all levels of clinical staff in regard to coding matters and clinical documentation practices. This position works closely with the following positions:

- > NALHN Clinical Coding Manager/ Auditors
- > Clinical Coding
- > Clinicians and Clinical Support
- > Information technology Services
- > Allied Health Staff

#### External

- > Health Roundtable
- > AMB Portal
- > Staff working within other LHDs or Networks

**Challenges associated with Role:**

- > This role requires formation and maintenance of strong and effective relationships with clinicians, managers and staff at all levels in the organisation.
- > Leadership, change management and negotiation skills to challenge current practices and embed new efficient models of care.
- > Managing clinical documentation in a hybrid (paper based and electronic) medical record environment.
- > Working within and with a multi-disciplinary team and communicating effectively with managers and clinicians involved in the many aspects of Activity Based Management.
- > Ensuring best practice, quality and timeliness of clinical documentation through auditing and education.
- > Proactive management of clinical documentation to meet clinical coding standards to ensure accurate DRG allocation

**Delegations:**

- > Nil

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
Contribute to improvement of clinical documentation influencing Casemix complexity of patient activity and its reflection in coding practices for NALHN.	<ul style="list-style-type: none"> <li>&gt; Liaise with and educate clinical teams, including nursing, medical and allied health staff, in varying specialities to improve clinical documentation.</li> <li>&gt; Lead and assist in developing strategies to improve inefficiencies in the documentation of the patient journey across NALHN.</li> <li>&gt; Clinical engagement and education to specialities by developing awareness around the impact of the quality of documentation on revenue. Work collaboratively with the Clinical Coding Department to assist correct DRG assignment.</li> <li>&gt; Maintain thorough and current knowledge of clinical care and treatment for assigned treatment populations/ pathways to critically assess appropriateness of documentation.</li> <li>&gt; Provide professional development to Clinical Coding staff on any changes of clinical practice that may affect DRG allocation.</li> <li>&gt; Contribute to the reporting of benchmarking and KPIs related to clinical documentation and patient complexity.</li> <li>&gt; Attend relevant clinical meetings to identify changes in practise that may affect patient complexity.</li> </ul>
Lead auditing calendar related to identified clinical documentation improvement projects for NALHN	<ul style="list-style-type: none"> <li>&gt; Perform concurrent documentation review of selected inpatient records to clarify diagnoses and procedures where inadequate or conflicting documentation exists in a variety of inpatient settings across NALHN.</li> <li>&gt; Identification and rectifying documentation issues that may impact accurate DRG allocation with the introduction of the Electronic Medical Record across NALHN.</li> <li>&gt; Liaise with clinical coding staff to determine issues with clinical documentation that directly impact the clinical coding process.</li> <li>&gt; Maintain accurate records on all review activities</li> <li>&gt; Actively participate in documentation related evaluation/research activities</li> <li>&gt; Identify and assist in the rectification of data items i.e. Care Type changes ISAAC and PICQ errors that may have an impact on revenue.</li> <li>&gt; Liaise with the Coding Manager and Auditors, Coding Unit regarding</li> </ul>

	<p>queries or problems in determining the appropriate codes in order to ensure and maintain consistency.</p> <ul style="list-style-type: none"> <li>&gt; Ensure security and/or confidentiality of reports/data/patient files.</li> <li>&gt; Collect and collate Clinical Documentation KPIs.</li> </ul>
<p>Contribute effectively to a positive workplace quality improvement and continuous professional development/ knowledge culture</p>	<ul style="list-style-type: none"> <li>&gt; Assume responsibility for own professional development by participating in workshops/conferences and/or in-services.</li> <li>&gt; Liaise with and form excellent relationships with key internal and external stakeholders</li> <li>&gt; Demonstrate competence in the knowledge of the ISAAC data collection process, definitions and procedures to a competent level.</li> <li>&gt; Demonstrate competence in the knowledge of Casemix funding and DRG principles.</li> <li>&gt; Demonstrate competence in the 3M Australia Coding and grouping software. Attend regular up-skilling in an ongoing manner to maintain knowledge</li> <li>&gt; Have a competent level of knowledge of the South Australian and Australian Healthcare systems.</li> <li>&gt; Contribute to the effectiveness and efficiency of the coding unit by participating in quality assurance activities. Accept responsibility for the follow-up and correction of personal coding errors where applicable.</li> <li>&gt; Assist in the organisation and prioritisation of the overall workload as a member of the clinical coder team.</li> <li>&gt; Participate in relevant courses and educational sessions at hospital, state and national level, for continuing and further education purposes. Update ICD-10-AM coding books (or subsequent versions) in accordance with State and National guidelines.</li> <li>&gt; Update SA coding standards Morbidity and Mortality</li> <li>&gt; Participate in regular technical and coding staff meetings.</li> <li>&gt; Other associated duties as required by the Coding Manager, Coding Services</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Satisfactory completion of the Health Information Management Association of Australia (HIMAA) Certificate IV in Clinical Coding or equivalent together with demonstrated competency in ICD-10-AM coding

#### **Personal Abilities/Aptitudes/Skills:**

- > Ability to extract information from medical records and integrate and interpret this information so as to produce and complete morbidity data.
- > Demonstrated ability to work independently and within a team environment.
- > Proven initiative and sound organisational skills to prioritise workload and perform under pressure and demanding workloads to meet deadlines.
- > Proven positive interpersonal skills with demonstrated ability to respond appropriately with a customer service focus to patients and multidisciplinary staff with the ability to liaise and communicate effectively with all levels of staff
- > Ability to work at a high level of autonomy without direct supervision demonstrating leadership, sound judgement and the capability to prioritise workload in managing key strategic projects and balancing work priorities
- > Assist clinical teams to make decisions that are based on efficient practice within an activity based model
- > Extensive clinical experience in an acute care environment, interacting with all levels of staff demonstrating excellent interpersonal skills
- > Proven ability and experience in implementing change in management processes in a broad health care setting.
- > Demonstrated analytical, problem solving and organisational skills with high-level communication and attention to details and the ability to work autonomously and within a team.
- > Demonstrated commitment to quality improvement principles and improved health care outcomes.
- > Understanding of current benchmarks, activity targets and KPIs and how they fit into an Activity Based Management model.
- > Advanced computing skills in Microsoft and relevant packages with demonstrated experience in collecting and managing data.

#### **Experience**

- > Previous experience of working with medical record documentation, practices and procedures.
- > Previous experience working within a Coding Unit as a qualified Clinical Coder and Coding Auditor/Educator.
- > Demonstrated ability in data collection and analysis

#### **Knowledge**

- > Knowledge and ability to apply and National coding guidelines
- > Knowledge of ISAAC and Casemix funding definitions and procedures.
- > Knowledge of patient related services and policies.
- > Understanding of Work Health and Safety principles and procedures
- > Understanding of the Australian National Safety & Quality Health Service Standards.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Successful completion of Clinical Coding Auditing Course eg LaTrobe
- > Tertiary qualification in Health Information Management/Medical Records Administration
- > Accredited Advanced Coder Status

### **Personal Abilities/Aptitudes/Skills:**

- > Proven ability to use initiative and diplomacy to achieve objectives
- > Demonstrated initiative and self motivation.
- > Demonstrated ability to analyse and solve problems.

### **Experience**

- > Proven experience in basic computing skills, including email and word processing
- > Previous experiences with 3M Encoder computing systems.

### **Knowledge**

- > Knowledge of Microsoft Office software applications
- > Knowledge of hospital policies and procedures such as Confidentiality and Code of Fair Information principles and procedures; Occupational Health, Safety and Welfare principles and procedures; Equal Employment Opportunity principles and procedures
- > Quality Improvement principles and procedures
- > Knowledge of patient related services and policies.

### **Special Conditions:**

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Child Safety (Prohibited Person) Act (2016)* must obtain a satisfactory Criminal and Relevant History 'Working With Children Check' (WWCC) employment screening through the Screening and Licensing Unit, Department of Human Services.
- > Criminal and Relevant History Screening must be renewed every 5 years thereafter from date of issue for 'Prescribed Positions' under the *Child Safety (Prohibited Person) Act (2016)*.
- > Criminal and Relevant History Screening must be renewed every 3 years for 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

### **General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- > *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- > *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Child Safety (Prohibited Person) Act (2016).*
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008 and the SA Health (Health Care Act) Human Resources Manual.*
- > *Relevant Australian Standards.*
- > *Duty to maintain confidentiality.*
- > *Smoke Free Workplace.*
- > *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- > *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

### **Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

### **Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.



### **White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

### **Cultural Commitment:**

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce

### **Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## **Organisational Context**

### **SA Health**

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > Central Adelaide Local Health Network
- > **Northern Adelaide Local Health Network**
- > Southern Adelaide Local Health Network
- > Women's and Children's Health Network
- > Barossa Hills Fleurieu Local Health Network
- > Eyre and Far North Local Health Network
- > Flinders and Upper North Local Health Network
- > Riverland Mallee Coorong Local Health Network
- > South East Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

### **Northern Adelaide Local Health Network**

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

NALHN includes:

- > Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 19/20 for NALHN is \$790M with a workforce of 3,857 FTE / 5,240 head count.

### **NALHN Governing Board**

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

## **Values**

### **SA Health Values**

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### **Code of Ethics**

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

**Name:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	14/05/20	Minor formatting with order of information amended.
V4	15/05/20	19/10/2020	Organisation Context Updated
V5	20/10/2020	08/04/2021	Organisation Context Updated
V6	09/04/2021		Financial Delegation Updated Management Position Clause Updated Code of Ethics Clause Updated