Role Description

Role title:	Team Leader, Data Quality & Statutory Reporting
Level of accountability:	Team Leader
Mater Ministry:	Corporate Services
Service Stream/Department:	Information Management – Data Governance
Manager role title:	Senior Information Management Specialist
EA or CLC:	MCAS7
Date created/Reviewed:	21/04/2022

About the role

- This role leads the patient and activity data quality and statutory reporting team and functions as an integral part of the Information Management Data Governance team.

- The scope of the role includes managing patient and activity data statutory reporting to external agencies within stated timeframes, PAS patient master index integrity and patient result matching activities, including accountabilities for activity-based funding (ABF) non-admitted reporting.

- This role is responsible for engaging business leadership for admitted, non-admitted and perinatal clinical and activity-based reporting to improve processes for patient data capture and use, reference data management, data validation and quality management

- This role is a pivotal link between DTI technical teams, Finance and Health business stakeholders to coordinate data quality improvement processes to optimise Mater activity reporting

Role Specific Expectations

- Lead the patient and activity data quality improvement program to progress continued development of focussed data quality and assurance initiatives to improve data governance maturity and outcomes

- Lead and provide guidance to team members including staff development, priorities and performance, HR management and other team management requirements in accordance with Mater and DTI policies and procedures

- Manage the Activity-Based Funding (ABF non-admitted) and monthly Queensland Health extract reporting cycle and data quality (i.e. EDC, GIEDC, SODC, ESDC) in collaboration with DTI Technical Specialist resources including monitoring of data acceptance by external agencies

- Design and facilitate tools and processes for effective data visualisations to report data quality issues to business areas for prioritised remediation

- Interpret and coordinate external reporting specification changes and their impact to Mater operational processes and systems, including documentation of new or changed requirements and user acceptance testing of source system and extract updates

- Develop and maintain Mater patient and activity data quality and reporting procedures, standards, and work instructions including documentation of agreed business rules and data flow mapping

- Maintain the Activity based funding (ABF non-admitted) master reference data set using the Master Data Services (MDS) system

- Collation and reporting of monthly KPIs for the operational team service

- Provide senior subject matter expertise, advice and system testing support to relevant digital transformation projects impacting on patient and activity data

About you - Qualifications

Essential

- A Health Information Management or data discipline qualification or equivalent health industry experience

Desirable

- CHIA (Certified Health Informatician of Australasia)

- ITIL Foundation Certificate

- Relevant data management technical qualifications

About you – Skills and Competencies

- Demonstrated experience in data quality management in a complex healthcare environment
- Demonstrated high level knowledge and understanding of hospital functions, processes and systems related to patient registration and activity management
- Demonstrated experience preparing and reporting data according to complex data specifications with detailed validation rules
- Demonstrated skills in modern data management tools and technologies including master and reference data management and reporting tools
- Highly developed ability to extract and analyse data from a variety of database technologies and platforms including SQL relational databases
- Demonstrated knowledge and use of external validation systems
- Demonstrated use of Power BI and other data visualisation tools to manage and report on data quality status and outcomes
- Demonstrated knowledge of software development methodologies and understanding of requirements gathering, analysis and design, development tools and technology
- Demonstrated ability to engage effectively with and influence external agencies, and business and technical stakeholders
- Demonstrated experience effectively managing, enhancing engagement and motivation of, and coaching team members
- Demonstrated success in influencing and delivering data improvement outcomes
- Highly developed problem-solving and decision-making skills
- Demonstrated personal commitment to professional development and remaining current with industry news and developments
- Proven ability to work independently, set priorities, manage own workload, be productive, deliver, show initiative, have a growth mindset, and adapt to change