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## SA Health Job Pack

Job Title	Clinical Coder, Pregnancy Outcome Unit (multiple vacancies)
Job Number	679266
Applications Closing Date	21 December 2018
Region / Division	Department for Health and Wellbeing
Health Service	Prevention & Population Health
Location	Adelaide CBD
Classification	ASO3
Job Status	Part Time Permanent and Full Time Term Contract (up to 22 November 2019)
Salary	\$62,181-\$66,368

## 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:

- ☒ Child Related Employment Screening - **DCSI**
- ☐ 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.

## Contact Details

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# 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 Coder, South Australian Pregnancy Outcomes Unit
<b>Classification Code:</b>	ASO3
<b>LHN/ HN/ SAAS/ DHW:</b>	DHW
<b>Hospital/ Service/ Cluster</b>	
<b>Division:</b>	Public Health & Clinical Systems
<b>Department/Section / Unit/ Ward:</b>	Prevention & Population Health
<b>Role reports to:</b>	Coding Manager, Pregnancy Outcomes Unit
<b>Role Created/ Reviewed Date:</b>	1/7/2017
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

- > The Clinical Coder is responsible to the Coding Manager, POU for the accurate and timely coding of perinatal information, for use in statistical analysis, epidemiology, research and for health service planning and evaluation.

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Coding Manager, Pregnancy Outcomes Unit, line management and supervision
- > Participation in POU coding meetings and training sessions
- > Works collaboratively with staff and all members of the POU team

#### External

- > Liaises with hospital, laboratory and other health personnel, case notifiers, the public, and users of perinatal data.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Accurate and timely allocation of coding for notifications to the Pregnancy Outcomes Unit
- > Keeping abreast of changes in perinatal data collections to ensure the South Australian Pregnancy Outcomes Unit remains relevant

### Delegations:

- > Nil

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Accurate and timely ICD-9-AM coding	<ul style="list-style-type: none"><li>&gt; Assign classification codes (currently ICD-9-AM) according to the National and SA guidelines</li><li>&gt; Code all notifications within reporting timeframes</li><li>&gt; Utilisation of electronic data collection systems to assist in maximising the data quality</li><li>&gt; Regular data monitoring activities</li><li>&gt; Participates in relevant training and development activities.</li><li>&gt; Ensures confidentiality and privacy are maintained in relation to perinatal data.</li><li>&gt; Undertakes associated data listings and analyses, as required</li></ul>
Effective working relationship with data suppliers, and data users	<ul style="list-style-type: none"><li>&gt; Liaises with obstetrical clinicians, hospital administrators, and other service providers as required to collect and interpret perinatal notifications.</li><li>&gt; Obtain clinical clarification where documentation may be in conflict.</li><li>&gt; Contributes to a central resource for hospitals, the public, government agencies and other bodies.</li><li>&gt; Maintains effective links and relationships with Department of Health and Wellbeing, health units and external organisations.</li></ul>
Participate in the review and continuous improvement of coding quality and process	<ul style="list-style-type: none"><li>&gt; Ensure coding process and procedures are accurate and work effectively</li><li>&gt; Participate in the audit process through receiving and giving feedback</li><li>&gt; Appropriate participation at coding team meetings.</li><li>&gt; Contributes to a work ethos supporting achievement of identified service outcomes.</li><li>&gt; Participates in relevant decision making processes.</li></ul>

Support and actively participate in a positive culture and safe work environment within the Coding Unit.	<ul style="list-style-type: none"> <li>&gt; Participation in quality improvement and training and development activities.</li> <li>&gt; Contributes to a team environment, which promotes positivity, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity, innovation and honesty.</li> <li>&gt; Discusses views and concerns in a constructive manner.</li> <li>&gt; OHS&amp;W guidelines are implemented and followed.</li> <li>&gt; Works collaboratively with the coding team</li> <li>&gt; Provides induction training to new POU staff, ongoing training and technical support.</li> </ul>
Research support	<ul style="list-style-type: none"> <li>&gt; Participates in research projects.</li> <li>&gt; Implements special surveys of service providers and clients, as required.</li> </ul>

# **Knowledge, Skills and Experience**

## **ESSENTIAL MINIMUM REQUIREMENTS**

### **Educational/Vocational Qualifications**

- > Nil

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

- > Ability to manage a varied workload without supervision, to determine priorities and meet deadlines.
- > Ability to develop and maintain effective working relationships with peers and staff at all levels.
- > Ability to set priorities to respond to changing circumstances and needs.
- > Ability to anticipate needs and be proactive.
- > Accountable for accurate coding with the ability to integrate, compute and interpret information required to produce coded clinical data.
- > Attention to detail, organisational, analytical and numeracy skills.
- > Demonstrated ability to communicate effectively, both verbally and in writing.
- > Demonstrated ability to utilise the Microsoft Suite of software applications including word processing and database management software.
- > Demonstrated ability to work effectively, independently without direct supervision or as a part of a team.

### **Experience**

- > Experience / demonstrated competency in clinical coding.
- > Experience in working effectively in a team environment.
- > Experience in Quality Improvement techniques.
- > Experience in performing quality-control procedures in relation to clinical data.
- > Experience working in a medical or related environment with confidential information.

### **Knowledge**

- > Sound knowledge and understanding of clinical coding classification system and standards
- > Sound knowledge of medical terminology, medical procedures and anatomy
- > Knowledge and awareness of the relevance of the EEO and OHS&W legislation in the workplace
- > An understanding of, and respect for, data confidentiality.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Demonstrated competency in clinical coding or satisfactory completion of the Health Information Management Association of Australia (HIMAA) Coding Course

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

- > Ability to adapt to changing organisational requirements
- > Competence in the use of computer applications, including the Microsoft Suite of software applications including word processing and database management software

**Experience**

- > Demonstrated experience coding obstetric inpatient episodes using ICD-10-AM
- > Proven experience in basic computing skills, including email, spread-sheets and word processing
- > Experience in using software, EPAS, and OACIS.

**Knowledge**

- > Knowledge of the SAHC Act as well as relevant legislation, regulation and guidelines related to perinatal registration, analysis and reporting.
- > Knowledge of perinatal coding systems and conventions

### 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 *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or '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.

### 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 for Health Care Workers in South Australia Policy Directive.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- > *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.

**Resilience:**

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

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

The Pregnancy Outcome Unit is part of the Data Warehouse within Prevention and Population Health. The Pregnancy Outcomes Unit collects data on pregnancy characteristics and outcomes to inform policy, planning, research and to improve health outcomes. Data provision and management are mandated under legislation.

## 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.

## 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	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018		Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	06/11/2018		Updated template