

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Health Information Manager -Clinical Coding – Audit, Education and Training
Position Number:	508211
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Policy, Purchasing, Performance and Reform Health Information Management Services (HIMS)
Position Type:	Permanent, Full Time
Location:	South, North, North West
Reports to:	State-wide Clinical Coding Manager
Effective Date:	December 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Tertiary qualifications in Health Information Management with substantial knowledge of and experience in Clinical Coding, Australian Refined Diagnosis Related Groups and Activity Based Funding
Position Features:	Intrastate travel

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

- Coordinate the Audit, Education and Training portfolio for the Clinical Coding Department within the Department of Health (DoH) to ensure work objectives are completed in a timely manner and to a high standard.
- Responsible for accurate inpatient Clinical Coding and AR-DRG assignment for funding, activity reporting, clinical and non-clinical research, casemix analysis and patient care quality improvement.

Duties:

1. Coordinate the DoH Senior Clinical Coding team and provide specialist training, support and mentoring, including implementing improvements to internal training programs and maintenance of clinical coding and clinical documentation clarification processes.
2. Manage the Clinical Coding Department's Audit process, including provision of specialist advice as required with reference to Audit, Education and Training portfolio and with specific reference to Clinical Coding and Australian Refined Diagnosis Related Group (AR-DRG) assignment.
3. Support the development and maintenance of programs to ensure accuracy of clinical coding of inpatient episodes, AR-DRG assignment and inpatient data through the application of Clinical Coding auditing methodologies and quality improvement activities.
4. Provide specialist auditing of inpatient clinical coding, clinical documentation and AR-DRGs and undertake other related quality improvement activities.
5. Report audit findings and results, implement effective feedback mechanisms, develop and deliver appropriate improvement and educational strategies as related to the portfolio.
6. Provide input into Clinical Documentation Improvement initiatives and programs across Hospitals North/North West and Hospitals South.
7. Develop, implement and maintain continual audit activities for inpatient clinical coding and clinical documentation to ensure high quality data and identify, communicate, develop and implement coding and documentation quality strategies across Hospitals North/North west and Hospitals South.
8. Manage the utilisation of coding resources to provide continual education to DoH Clinical Coders, clinical, financial, management and other relevant staff to enhance the quality of clinical coding, clinical documentation and ensure accurate assignment of AR-DRGs.
9. Provide portfolio support to the Health Information Manager (Clinical Coding - Data Governance and Oncology) and act as proxy for the State-wide Clinical Coding Manager when required.
10. Develop, maintain and implement clinical coding staff training and education programs as related to the portfolio.
11. Develop and present educational material and information concerning inpatient clinical coding, documentation, Admission and Discharge policy and Activity Based Funding (ABF) to Clinical Coding, clinical and other staff across Hospitals North/North West and Hospitals South.
12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- This position is responsible for:
 - the effective and efficient management of the Clinical Coding - Audit, Education and Training portfolio for the DoH Clinical Coding Department

- working with a considerable degree of autonomy, initiative and competency under the direction of the State-wide Clinical Coding Manager.
- operating and displaying independent judgment in the determination of priorities and resource allocation for the DoH Clinical Coding Department.
- The occupant is expected to exercise initiative, discretion, judgment and reasonable care in the performance of duties consistent with Work Health and Safety (WH&S) legislation.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated competency and accuracy of clinical coding utilising the current version of the International Classification of Diseases, 10th Revision, Australian Modification (ICD-10-AM), Australian Classification of Health Interventions (ACHI) and Australian Coding Standards (ACS), AR-DRGs, coding and grouping software, patient administration systems, clinical information and other contemporary clinical documentation systems including specialist knowledge as related to the position portfolio.
2. Working knowledge of patient data collections, storage, management and analysis, including legislative requirements, national standards, quality standards and policy, with the ability to provide advice on such matters in the context of Clinical Coding Auditing, Education and Training.
3. Demonstrated interpersonal communication skills with the ability to effectively liaise both verbally and in writing with all levels of staff (clinical and other) within the Organisation.

4. Demonstrated ability to develop, implement, conduct and provide effective feedback of findings of clinical coding and AR-DRG audits and related clinical documentation audits to relevant staff.
5. Ability to develop, prioritise and provide effective training and education as related the portfolio to all levels of clinical coding and clinical staff including the ability to develop and implement policies and procedures across a multi-disciplinary structure.
6. Ability to provide specialist advice and recommendations, resolve problems, and document and communicate decisions in relation to clinical coding, AR-DRG and clinical documentation quality.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).