

POSITION DESCRIPTION

NSLHD - PaCH Data Manager



Northern Sydney
Local Health District



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Health Mgr Lvl 2
State Award	Health Managers (State) Award
Category	Information and Communication Technology Business / Systems Analyst
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

As a member of the Primary and Community Health team the Data Manager is responsible for ensuring that appropriate data is extracted, submitted, analysed and presented from various Commonwealth, State-wide and NSLHD data sources to meet NSLHD Primary and Community Health Aged and Chronic Care and Allied Health and Home Nursing service responsibilities and requirements for quality and provision of healthcare programs. Raw data is collected by Local Health Districts and contracted services and supplied to the NSW Ministry of Health and the Commonwealth. Data validity and integrity are assured by cleansing/correcting, mapping and other processing before submission. This work is to be done within specified timeframes; issues of data quality and quantity are identified, addressed and documented; analysis of extracted data is undertaken to ascertain its accuracy; liaison with LHD, State and Commonwealth stakeholders regarding the data: and information is provided back to collecting agencies in appropriate reports/tools to improve data quality.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL CRITERIA

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NSLHD supports [diversity and inclusion](#) and these principles should be applied when interacting with our patients and work colleagues.

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KEY ACCOUNTABILITIES

Identify and manage a suite of reports for the extraction, collation, correction, analysis, presentation and submission of PaCH data to meet the organisation and other key stakeholder requirements.

Work closely with all PaCH Senior Business Analyst and PaCH Aged and Chronic Care and Allied Health and Home Nursing Managers, in reviewing and correcting data submissions. It also involves the escalation of significant issues (eg. unresolved problems, non-compliance with delivery dates) to the line manager.

Liaise PaCH Aged and Chronic Care and Allied Health and Home Nursing services and contractors, regarding data collection issues of quality and quantity, and liaise with relevant eMR LHD teams to ensure consistent delivery of data, and input methodologies (data collection forms) concerning information systems (eg CHOC, DEX, My Aged Care Portal).

Participate in PaCH Aged and Chronic Care and Allied Health and Home Nursing meetings/teleconferences.

Validate CHSP data quality and extracts to ensure delivery of consistent and accurate data; develop expert knowledge of Community Home Support Program data sets, targets and My Aged Care Portal builds.

Manage user access on all applications including NSLHD eMR, My Aged Care Portals, and Department of Exchange; including authentication service applications (e.g. MyGov and Vanguard).

Develop, implement and manage effective documentation and program change control processes and procedures to ensure documentation relating to reporting processes and outputs is current and accessible.

Develop work and project plans for projects/tasks assigned and monitor progress against agreed KPIs, and Identify opportunities for both technical and information improvements to available data sources and escalate issues to the PaCH Senior Business Analyst.

KEY CHALLENGES

- Being responsible and accountable for the extraction, collation, and delivery of data to meet MOH and Community Home Support Program requirements for Aged and Chronic Care and Allied Health and Home Nursing.
- Managing relationships and negotiating with a range of Aged and Chronic Care and Allied Health and Home Nursing stakeholders to ensure data issues are resolved within required timeframes.
- Completing the work required in the period allocated, requiring the capacity to organise work and meet deadlines in a high-volume work environment.

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KEY RELATIONSHIPS

Who	Why
PaCH Senior Business Analyst	Identify, report and prioritise tasks. Management of roster, KPI/Targets and work expectations. Provide support and advice to issues or challenges that may arise. Confirm, sign-off or validate methodologies and output before the release of data/information to stakeholders.
All managers and staff within PaCH	Involves working closely with all Service Managers and data managers, in reviewing and correcting data submissions. It also involves the escalation of significant issues (eg. unresolved problems, non-compliance with delivery dates) to higher levels in the PaCH.
Relevant managers and staff of Local Health Districts	Negotiating with LHD stakeholders to ensure data issues and systems are resolved within required timeframes

SELECTION CRITERIA

1. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
2. Expertise in data integration processes and methods, high-level skills and demonstrated experience in analysing and synthesising data and information.
3. Skills and experience in eMR Applications (e.g. Powerchart, Access Management Office) and Reports.
4. Extensive experience in the use of any of MS Access, SQL, Qlikview, Power BI, MS Excel or other reporting tools.
5. Excellent oral and written communication skills including the ability to document processes, and organise and present information in a clear, logical and systematic way.
6. Proven skills in engaging, coordinating and negotiating with a variety of clinical stakeholders.
7. Demonstrated ability to display initiative, sound organisational skills, and capacity to multi-task, meet deadlines and prioritise work in a high-volume work area.
8. Tertiary qualifications and/or extensive experience in a clinical, health management or health informatics area or demonstrated, equivalent, relevant experience.

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Job Demands for: NSLHD - PaCH Data Manager

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/hazardous materials</p> <p>Infrequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Constant</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Occasional</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Not Applicable</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Infrequent</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Infrequent</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Infrequent</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Infrequent</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Infrequent</p>
<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Frequent</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Frequent</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Infrequent</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p>Reaching - arms fully extended forward or raised above shoulder</p> <p>Not Applicable</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body</p> <p>Occasional</p>

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<p>Head/Neck Postures - holding head in a position other than neutral (facing forward)</p> <p>Occasional</p>	<p>Hand and Arm Movements - repetitive movements of hands and arms</p> <p>Constant</p>
<p>Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands</p> <p>Constant</p>	<p>Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Not Applicable</p>
<p>Driving - Operating any motor powered vehicle</p> <p>Occasional</p>	

Sensory Demands

<p>Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Constant</p>	<p>Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Constant</p>
<p>Smell - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Not Applicable</p>	<p>Taste - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p>Touch - use of touch is an integral part of work performance</p> <p>Not Applicable</p>	

Psychosocial Demands

<p>Distressed People - e.g. emergency or grief situations</p> <p>Not Applicable</p>	<p>Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness</p> <p>Not Applicable</p>
<p>Unpredictable People - e.g. dementia, mental illness, head injuries</p> <p>Not Applicable</p>	<p>Restraining - involvement in physical containment of patients/clients</p> <p>Not Applicable</p>
<p>Exposure to Distressing Situations - e.g. child</p>	

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abuse, viewing dead/mutilated bodies	
Occasional	

Environmental Demands	
<p>Dust - exposure to atmospheric dust</p> <p>Infrequent</p>	<p>Gases - working with explosive or flammable gases requiring precautionary measures</p> <p>Not Applicable</p>
<p>Fumes - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p>Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Not Applicable</p>
<p>Hazardous Substances - e.g. dry chemicals, glues</p> <p>Infrequent</p>	<p>Noise - environmental/background noise necessitates people raise their voice to be heard</p> <p>Occasional</p>
<p>Inadequate Lighting - risk of trips, falls or eyestrain</p> <p>Infrequent</p>	<p>Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Not Applicable</p>
<p>Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C</p> <p>Infrequent</p>	<p>Confined Spaces - areas where only one egress (escape route) exists</p> <p>Not Applicable</p>
<p>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</p> <p>Infrequent</p>	<p>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</p> <p>Infrequent</p>
<p>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</p> <p>Not Applicable</p>	<p>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</p> <p>Not Applicable</p>