

Job Description**Data Manager - ICU**

DEPARTMENT:	Department of Critical Care Medicine
SECTION:	Intensive Care Unit
POSITION:	Data Manager — Intensive Care Unit
RESPONSIBLE TO:	Head of the Department of Critical Care Medicine
REPORTS TO:	Head of the Department of Critical Care Medicine
HOURS:	Permanent Part-Time
SALARY CONDITIONS:	At NSW Clinical Nurse Specialist level

ASSESSMENTS:

Assessments are carried out on new members of staff at the completion of three (3) months service. If satisfactory this is repeated in nine (9) months and then on a yearly basis. An assessment will be done at any time if standards do not meet the hospitals criteria.

CUSTOMER FOCUS:

Staff are expected to be committed to meeting the valid requirement of both internal and external customers as part of the overall strategy to comply with the departments mission and in order to achieve its vision.

STATEMENT OF DUTIES:

1. Manage the data management team consisting of data support nurses, and ward clerks, to ensure organised and timely data collection, collation and data entry into the various databases pertaining to patient care in ICU/HDU at XXX Hospital. Train staff within the job and support and encourage training of staff relevant to the job.
2. To ensure appropriate review of clinical records to determine clinical indicators. Eg. Readmissions, unplanned extubations, refused admissions and central line issues. Monitor post op bookings.
3. To oversee the maintenance and upkeep of the ANZICS database AORTIC. This involves supervision of the green data forms, monthly data sheets, timely data entry, liaison with the Clinical Information Department to complete missing data from the medical records, the quarterly export of the AORTIC data to the central data repository in Melbourne and distribution and review of the data reports. Audit data quality.
4. Ensure the requirements of the Health Records and Information Privacy Act 2002 are adhered to.
5. Prepare reports for both management and clinical staff as required both within Critical Care and for XXXAHS.
6. Be responsible for administration of ad hoc questionnaires.

7. Organisation of the monthly Morbidity and Mortality meetings. Preparation of the month's statistics from AORTIC reports. Facilitate the Senior Registrars review of the medical records for the patients that died. Take minutes and distribute them for review. Follow up issues that arise and refer on to the Clinical Advisory Group (GAG) when necessary. Follow up Coroners reports through the Clinical Information Department.
8. Support clinical staff with relevant data to assist in research.
9. Develop Excel workbooks or Access databases to collate data to support management in their roles within Critical Care and XXX Hospital
10. Educate and develop staff knowledge with regard to information technology in the ICU and the hospital as appropriate to ICU.
11. Have an awareness of information management and technology within the XXXAHS and how it may pertain to critical care.
12. Work towards developing information management and technology with the Department of Critical Care.
13. Maintain personal development and education appropriate to the job.
14. Confidentiality - Confidentiality of patient information must be maintained at all times.
15. EEO Responsibilities - XXX Area Health Service is committed to the policy that discrimination or harassment in the workplace will not be tolerated. All staff have a responsibility to ensure that they do not act in any way, which constitutes harassment or discrimination against other staff, and to help maintain a work environment free of harassment and discrimination.
16. Occupational Health and Safety — Responsibilities of Employee XXX Health is committed to Occupational Health and Safety for all employees. All staff have a responsibility to ensure that they use safe work practices at all times and that they do not put the health and safety of any person at their place of work, including themselves, at risk by their acts or omissions.
17. Policy on Smoking in the Workplace - Smoking by staff, clients, patients and visitors is prohibited within buildings and vehicles within the Public Health System in NSW. This applies to public hospitals, community based services, area health service buildings and associated organisations.
18. Health Promotion - Undertake health promotion activities relevant to Department targets for health promotion.