

Position Title : **Data Manager**
Department/Continuum) : **Intensive Care / High Dependency**
Award : **Health Service Manager**
Classification : **Level 1**
Hours : **FT [x] PT [] Casual[] Temporary Contract []**

Reporting and Organisational Context:

This position reports to: Director of Intensive Care or delegate.

This position has the following positions reporting to it: Nil

The key strategic objectives for your continuum are:

- Work with local agencies and other continuums to improve health
- Deliver high quality care in accordance with national, state and local priorities
- Facilitate the best use of resources
- Develop efficient and effective health services focused on health outcomes
- Attract, develop and retain the best staff
- Promote teaching and research

The purpose of XXX Area Health Service is "***Better Health. Good Health Care***". In support of this purpose, your continuum's purpose is to promote access to high quality, safe health treatment services in the community rather than only from a hospital based environment

Individual Knowledge and Skills for this Position:

Essential Criteria:

- Appropriate tertiary qualification or relevant equivalent experience.
 - High level representational and written communication skills including the ability to generate and present oral and written reports
 - Proven ability to monitor, interrogate, maintain, analyse, and report on existing data sets
 - Computer competence Advanced Computer Literacy including word processing, experience in data collection and analysis eg. SPSS, ANZIC data base
 - Interest in research
 - Willingness to be involved in Quality Improvement activities.
 - Ability to work within a multidisciplinary team
 - Liaison with relevant community members and organisations
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- Actively participate in Clinical Governance
 - Well developed leadership skills
 - Current NSW drivers license.

Desirable Criteria:

- Comprehensive knowledge of medical and nursing, theory and practice.
- Recognised tertiary qualifications in research or equivalent, or substantially completed.
- Other post-basic qualification relevant to nursing or health

Organisational Employee Responsibilities:

The following criteria are requirements for all employees:

Essential	Description
Team Work	<ul style="list-style-type: none">▪ Ability to work within a multidisciplinary team▪ Participate in annual performance review
Q.I. Commitment	<ul style="list-style-type: none">▪ Attend and participate in education & Q.I.. programs
People / Patient focused environment	<ul style="list-style-type: none">▪ Personalised and caring attitude▪ Attendance and participation in people skills workshops
O H & S	<ul style="list-style-type: none">▪ Able to identify actual I potential work place hazards and take corrective action
EEO	<ul style="list-style-type: none">▪ Understand the principles
Policies from Department of Health, Area and XXX	<ul style="list-style-type: none">▪ To work within the parameters of documented policies and procedures and Code of Conduct
Manual Handling Ability	<ul style="list-style-type: none">▪ Ability to perform an activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object, as part of your normal duties.
Minimisation and Management of Aggression	<ul style="list-style-type: none">▪ Ability to identify an aggressive incident/person and take appropriate action

In addition to the core **competency standards** for this position (see attached if available) you are expected to comply with/achieve the following:

- the Area's Performance Management policy.
- your OH&S responsibilities as an employee and/or manager.
- the Area's Code of Conduct.
- your sectors quality initiatives.

Performance Management:

Your work performance will be managed with you by your immediate Manager on a continual basis. You should actively participate in this process:

In addition to regular and ongoing support, coaching, guidance and feedback you will participate in at least two formal performance management interviews. The first will take place about three months after you commence employment and then at least once every year. You and/or your Manager may wish to formally meet more frequently. The standard of performance that is required for this position is determined by the relevant competency standards, this job description and any other agreed activities.

Management

- Establish systems for the efficient and accurate capture and computer storage of data relevant to the IOU's activities, to longitudinally track the hospital course of patients admitted to ICU through liaison with existing non-ICU specific data sets.
- Summarise the following information into regular reports using ANZIC database:
 - Exit Black
 - Unexpected ICU Admissions
 - Post ICU discharge adverse events e.g. readmission rates
 - Emergency Department delays > 1 hour due to ICU factors
 - Demographics
 - Cardiology days

and obtain feedback about their relevance and usefulness

Planning

- Assist in the development and implementation of a strategic plan to facilitate data management in the department, including an evaluation component to monitor achievements and outcomes
- Assist with the utilisation of clinical ICU data within existing and future educational, quality and organisational activities.

Data Management

- Design, develop and maintain current and new database for the various clinical units
- Recommend and oversee data access and security
- Oversee the training of staff for data collection and entry
- Periodically evaluate, monitor and report on the available data sets
- Assist, where necessary, with the data requirements for ICU research projects and Clinical trials
- To target information and data in a manner which assures its relevance and usefulness

Quality Management

- Communicate with staff of the department in a sensitive, professional and efficient manner.
- Make accessible and provide data, which would aid quality activities
- To drive the M & M review process
- To inform staff in such a way that they understand and can interpret the data, and are empowered to adjust their clinical practice accordingly
- To closely liaise with other services relevant to outcomes in the ICU, eg MET Coordinator, Emergency Department, Operating Theatres and general ward in order to identify pre and post discharge factors which may be relevant to ICU outcomes

Communication

- Attend meetings and committees of the ICU and the hospital as required
- Work cooperatively with all members of the Intensive Care Department to ensure the provision of high quality, efficient, health care for patients
- Liaise with other hospital Divisions as required
- To liaise with other elements in the system in order to coordinate information which is relevant to clinical practice

Other Duties

- Any other duties requested by the Director of Intensive Care

Core Competency Standards For This Position:

- 1. Manage Operations to achieve planned outcomes**
 - Oversight deployment of personnel on a day to day basis.
 - Coordinate the casual pool utilisation and recruitment
 - Coordinate Agency Staff utilisation
 - Oversight of staffing requirements, bed occupancy and patient acuity assessments.
 - Maintenance of relevant electronic records to monitor activity levels and resource utilisation.
 - System maintenance of the scheduling and data systems
 - Training of staff
 - general system maintenance
- 2. Ensure own safety and safety of others**
 - Contributes and participates in team/department safety activities.
 - Safe Work Procedures adopted in all work practices and appropriately responds in emergency and aggressive situations,
 - Hazards in the workplace are recognised and reported.
- 3. Manage Personal work priorities and professional development**
 - Acquires and utilises a sound and contemporary knowledge of professional nursing and management issues.
 - Actively manages and works towards achievement of service goals.
 - Effectively networks with individuals, managers, institutions, professional associations and organisations to encourage exchange of ideas, values and practices.
 - Competing demands are prioritised to achieve personal, division and the organisation's goals and objectives.
- 4. Provide Leadership within the workplace**
 - Liaises with appropriate Nurse Unit Managers, staff, Director of Nursing & Clinical Services, and the Deputy Director of Nursing & Clinical Services regarding operations, allocations and resource planning.
 - Enhances the image of the organisation and represent its core values.
 - Personal performance contributes to developing an organisation, which has integrity and credibility.
- 5. Establish and manage effective workplace relationships**
 - Liaises with Nursing Unit Managers and Nurse Managers After Hours to inform and supports daily operational activities to meet service needs within budget.
 - Uses professional standards to maintain and support positive relationships between colleagues, staff, health care consumers and their families and carers.
 - Acts as a resource person for the division for the coordination, safety and efficiency-of services.
 - Manages staff grievances and conflicts with appropriate documentation in a timely-manner. Ensure staff receives guidance and support in the resolution of workplace differences through the appropriate channels.

6. Participate In, lead and facilitate work teams

- Manages scheduling and staffing resources for the Division and Nursing Executive.
- in Facilitates divisional and work place based teams as appropriate
- Performance manage, mentor, coach and support staff.
- Support colleagues to act as replacement and a resource.
- Aligns the work of staff, with the goals of the Division.
- Participates in committees and working groups as nominated by the Director of Nursing and Clinical Services.
- Encourages innovation and evaluation of new initiatives.

7. Manage Workplace Information

- Oversees the identification, collection and reporting of Nursing operations.
- Ensures appropriate reporting mechanisms, timeframes and cycles are in place to meet obligations, and reporting timeframes.

- Participates in the implementation of the divisional business plan.
- Staffing strategies and decisions are effectively communicated to managers, colleagues, Nursing Unit Managers and staff as appropriate.

8. Manage Quality Customer Service

- Facilitates the continuum of care to meet patient and internal customer needs.
- Supports policies that improve frontline complaints handling in accordance with policy.
- Ensures Division procedures and staff practices reflect an understanding of the needs of NESB patients and their family and facilitate access and equity in service provision/patient care.
- Feedback and cooperation is sought in a positive environment and used to improve the provision of services
- Identifies solutions to problems and ensure solutions are incorporated into everyday practice.

9. Implement and monitor continuous improvement systems and processes

- Promotes and monitors improving performance across the Division, and support reporting of achievements and progress in service delivery improvements. Supports and cooperates in service wide and interdisciplinary quality improvement initiatives.
- Contributes to, utilises and fosters evidence based research to enhance nursing and management best practice.
- Supports managers in working towards achieving operational strategies, benchmarks, key challenges and goals within the organisation's business plan.

10. Facilitate and capitalise on change and innovation

- Achieves goals and plans to achieve identified outcomes.
- Participates in the development of Divisional operational plans as required and facilitates organisational change.
- Participates in, and supports the management of change, evaluate outcomes and recommend adjustments as appropriate.

11. Contribute to the development of a workplace learning environment

- Supports the acquisition of knowledge by individuals and groups in the division through supportive use of resources.
- Monitors performance management and learning records, using these to identify learning and development opportunities for all nursing staff including casual nursing staff.
- Monitors performance of managers in accordance with professional competencies, identifying the type and extent of additional work based support, which may be required.
- Provides support to new managers in the Division as part of their induction process-to the health service and their management role.
- Provides support to the clinical managers across the Division to foster a culture of continuous learning and competency development.
- Maximises 'on the job' opportunities for learning and development through self learning, specific skill development and assist in promoting Divisional improvement strategies.

General Duties/Responsibilities

- Carries out such other responsibilities consistent with the relevant award or terms of employment as may be directed or implied from time to time.

Manager's Name: ... _____

Date: ____/____/20__

I have read the inherent Job requirements for the position. I understand the listed physical requirements of the position and make the declaration below:

I am not aware of any health condition/s (physical or mental) that might prevent me from performing the inherent requirements of this position

I have a health condition that may require the employer to provide me with services or aids (adjustments) so that I can adequately perform the inherent job requirements of this position. Any adjustments I may need have been discussed with the position's manager together with Human Resources, prior to completing this health declaration

I understand and accept that I must also comply with the policies and procedures of the South Western Sydney Area Health Service and can be required to work in any location under the jurisdiction of South Western Sydney Area Health Service.

I am aware that any false or misleading statements may threaten my appointment or continued employment with Macarthur Health Service

Signature: _____

Printed Name of Applicant: _____

Position Title/Classification: _____

Date: _____/_____/20____

Manager's Signature: _____