

Position Description

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| Position Title: | Data Integrity Officer - Hume Digital Health |
| Reports to: | Team Leader Data Integrity - Hume Digital Health |
| Department: | Hume Rural Health Alliance |
| Directorate: | Chief Executive Officer |
| Cost centre: | X2038 |
| Code & classification: | Grade 3, Level 1 – 5 (HS3; HS22 – HS25) |
| Employment conditions: | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025 and its successors and GV Health Policies and Procedures (as varied from time to time) |

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

Across the Hume region, the health services are experiencing the need to uplift digital maturity to improve patient care by uplifting the Core Information Systems and related infrastructure. The region's digital health program is aligned to the initiatives identified in the Victoria's Digital Health Roadmap and works collaboratively with the Department of Health's Digital Health branch.

HRHA has implemented a single PAS, a regional integration engine and a regional platform for facilitating access to clinical care. It has also consolidated IT support services across the region including applications support teams. The Digital Health Program is in the preparation phase for a regional electronic medical record to support hospital and community workflows across its membership.

The region needs to develop and implement strategies to assure data integrity within digital health applications to support better care outcomes, the digital health journey and the ability for clinical information to follow the patient journey.

A key priority for the region is to improve the data integrity of the regional patient administration system to support the electronic medical records journey, including the development of a single Hume identifier and record

This role ensures data accuracy, integrity, and compliance by identifying and resolving data quality issues, implementing data quality standards, and providing training and support to stakeholders.

This is a hybrid role with agreed days per week in attendance at any of the HRHA supported Health Services or the HRHA Office according to the nature of the work. Travel to HRHA meetings and to health service to liaise with staff is required on an as needed basis.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

Data Quality Assurance:

- Identify, assess, and document potential data quality issues.
- Develop and implement data quality standards, policies, and procedures.
- Conduct data quality audits and reviews.
- Monitor data quality metrics and identify areas for improvement.
- Ensure data accuracy, completeness, consistency, and timeliness.
- Develop and implement data quality improvement plans.

Data Management:

- Manage data quality processes and workflows.
- Maintain data dictionaries and metadata.
- Assist in the design and implementation of data quality tools and systems.
- Ensure data compliance with relevant regulations and standards.

Training and Support:

- Provide training and support to data users on data quality standards and procedures.
- Serve as a point of contact for data quality issues and inquiries.
- Collaborate with other HRHA staff and Health services data experts to address data quality issues.

Reporting and Communication:

- Generate reports on data quality metrics and trends.
- Communicate data quality issues and recommendations to stakeholders.
- Participate in data quality initiatives and projects.

Digital Health systems

- Assist with Statutory Reporting Extract changes as part of the 1 July change process for VAED, VEMD, ESIS and VINAH including system testing, procedure development and liaison with stakeholders.
- Assist with testing system changes and data quality through system enhancements, upgrade and changes

Contribute to team

- Effective contribution to the data integrity team, undertaking work packages, implementing clear service processes and completing work within targets
- Foster positive and trustful working relationships across HRHA, with key stakeholders in health services and within the team
- Work towards building individual and team capabilities by identifying training and development opportunities to develop professionally

RESPONSIBILITIES AND DUTIES

Formal Qualification(s) and Required Registration(s):

- Relevant tertiary qualifications in the field of Health Informatics, Health science or similar or equivalent work experience

Essential:

- Experience in data quality monitoring of health information
- Excellent analytical, conceptual and problem-solving skills
- Advanced Excel and Word skills
- Excellent attention to detail, thoroughness and follow through
- Excellent interpersonal skills and an ability to work in a team environment

Desirable:

- Clinical experience working with patient information will be highly regarded
 - Knowledge of Victorian DHS Statutory Reporting Requirements (especially, AIMS, VEMD, VEAD, ESIS, VINAH) will be highly regarded
 - Experience with contemporary reporting solutions
 - Experience working with i.PM patient administration system is an advantage
 - Experience working with Electronic Medical Record solutions is an advantage
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KEY PERFORMANCE INDICATORS**Your performance will be measured through your successful:**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Development and maintaining of collaborative relationships with all other teams and professionals;
 - Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
 - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
 - High quality work that is accurate and efficient as reflected in adherence to work targets
 - Provide high-quality customer service resulting in an 85% customer satisfaction rating on accuracy and timeliness
 - Attendance and effective participation in committees, working groups and meetings
 - Maintain effective liaison and communication with key stakeholders to ensure service acceptance and continuous improvement
 - Support the team with other tasks as required
 - Participate in on call roster providing 24x7 cover
 - 100% compliance with training requirements as outlined in the GV Health Education Framework
 - Active participation in the Performance and Development review process
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AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time-to-time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;

- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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| Hume Rural Health Alliance | Data Integrity Officer - Hume Digital Health |
| Reviewed by: | Program Director – Hume Digital Health |
| Issue Date: | April 2025 |

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

ABOUT HRHA

GV Health is the lead agency for the Hume Rural Health Alliance (HRHA) which is responsible for the provision of core Information and Communication Technology (ICT) products and services in accordance with the Rural public healthcare agencies' ICT Alliance Policy (2021). HRHA operates under a joint venture arrangement and the role, governance and function of HRHA is detail in the Rural ICT Joint Venture Agreement (JVA) HRHA. The members and customers of the JVA comprise 15 public health services across the Hume Region.

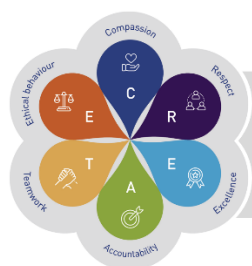
The Hume Rural Health Alliance (HRHA) joint venture is aimed at meeting the growing Health Services needs of the region. The emergence of this alliance also reflects the national and global trends in government investment focused upon delivering patient centred information systems which drive efficiencies and improvement in patient care.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



COMPASSION
RESPECT

EXCELLENCE
ACCOUNTABILITY

TEAMWORK
ETHICAL BEHAVIOUR

GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)