

POSITION DESCRIPTION

Position:	Healthcare/Clinical Data Analyst
Directorate	Finance and Corporate Services
Business Unit:	Finance
Enterprise Agreement	VICTORIAN PUBLIC HEALTH SECTOR (HEALTH & ALLIED SERVICES, MANAGERS & ADMINISTRATIVE WORKERS) SINGLE ENTERPRISE AGREEMENT 2016-2020
Reports to:	Finance Manager



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 900 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our Organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to page 5 of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace **STRATEGIC OBJECTIVES**

**Our
Vision**

Mildura Base Public Hospital – providing exceptional care

**Strategic
pillars**

**We
achieve
this by...**

Caring for our community

Ensuring our focus is on person centred care.
 Using best evidence-based practice to deliver exceptional care.
 Empowering our communities to manage and improve their health and wellbeing.

Aspirational through our culture

Leading a values based, accountable, quality & safety culture.
 Continuous improvement of service delivery and provision of care.
 Operating safely and efficiently with a skilled and effective workforce.
 Being an employer of choice, enabling our staff to be at their best.

Trusted in our relationships

Community have an understanding of our role and confidence in our services.
 Partnering across sectors to strengthen our services.
 Addressing our communities shared challenges in partnership by applying innovative solutions.

Sustainable in our Services

Reinvesting in the community and its wellbeing through sustainable models of operations.
 Delivering and supporting shared services to improve access to the best and right care.
 Strengthening our planning approach with the patient at the centre.

POSITION SUMMARY

The Healthcare/Clinical Data Analyst is responsible for leading the development of forecasting, analysis, data publication and data management capabilities for MBPH. This role will also be responsible for assisting in the development and delivery of the data analytics and reporting capabilities within MBPH, leveraging BI technology investments and advocating for new and improved tooling.

This role will provide technical support to the MBPH Data team to deliver reporting and analysis services to key stakeholders of MBPH and demonstrate the value of data insights into health service trends, data quality, and operational performance.

KEY RESPONSIBILITIES AND DUTIES

- Conduct / create detailed business analysis data, outlining problems, opportunities and solutions for a business
- Review and interpret functional and technical specification documents and effectively tailor information delivery to the stakeholders
- Work with stakeholders to plan and monitor key performance metrics
- Provide expert assistance and input into internal cross-functional projects
- Modelling business processes and identifying opportunities for process improvements
- Work with stakeholders to translate identified requirements into documented and conceptual designs from which solutions are estimated and developed in accordance with business priorities and established timeframes
- Conduct change impact analysis to assess the potential implications of changes and document business rules, functions and requirements
- Analysis, design, configuration, testing and maintenance of IT systems and data reports
- Effectively support Project Managers by contributing to the planning, build and delivery of information and documentation in a timely and efficient manner for the successful implementation of each project
- Conduct change impact analysis to assess the potential implications of changes and document business rules, functions and requirements
- Perform all other delegated tasks as required and outlined by the Finance Manager
- Analysing commercial data such as budgets, sales results and forecasts

KEY SELECTION CRITERIA

- Relevant qualifications in data analytics and/or equivalent experience in working in a large complex environment
- Demonstrated experience in statistical or data analytic methods using SQL or equivalent statistical packages, applied to the analysis of health data
- Demonstrated knowledge of data architecture and data modeling principles
- Demonstrated experience in healthcare data analysis and a deep understanding of healthcare terminology and coding systems, including medical costing
- Established experience using Microsoft platforms including Power BI and Excel
- Strong communication skills, including the ability to liaise with a diverse group of co-workers and others to interpret/deliver the information received or questions asked in a timely and effective manner
- Business acumen and industry knowledge preferred with a strong understanding of business processes and products
- Knowledge of Independent Health and Aged Care Pricing Authority Costing, Pricing and classifications

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Driver's License

A current Victorian driver's license is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____



Happy

WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth, opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic

WE ARE CARING

As an organisation

We put our patients first, and we listen and decide with their needs. We create compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable

WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful

WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understand the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds - gender/age/sex/abilities, race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based

WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each other's contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

- "I choose..."
- "I care..."
- "I prefer..."
- "I will..."
- "I can..."
- "Is there a better way to do this?"
- "Can we explore that more so I can understand it better?"
- "We will... we can..."



LANGUAGE WE DON'T USE

- "I have to..."
- "I must..."
- "If only..."
- "Ah well, that is because of YNZ..."
- "Our processes do not let us do it"
- "Things have always been done this way"
- "Them and us"



THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack of pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome



