



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Statutory Reporting Manager



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability



KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Responsible for operational decision making surrounding PAS changes
- Operate and maintain computerised health information systems, including the patient administration system (iPM), digital medical record system, EMR and any other relevant system used by Health Information Services
- Work collaboratively with colleagues across all RMH teams.
- Ensure PAS development and system changes are fit for purpose and can integrate appropriately with EMR
- Ensure PAS changes are communicated to end users and that all users are appropriately trained
- Responsible for monitoring patient movement across RMH PAS and Epic and ensuring that users action movements correctly, provide feedback and training where necessary
- Approve all training material delivered by the Data Integrity Trainer for relevancy and accuracy
- Identify issues impacting on staff ability to enter data correctly and in a timely fashion into PAS and EMR, and ensure appropriate feedback and communication channels are in place to support the clerical staff and to ensure optimal outcomes for RMH;
- Identify issues impacting on all other RMH staff who are required to enter data into PAS and EMR which affects statutory reports (e.g. VAED, VINAH, ESIS, VEMD, AIMS, VPDC) and ensure appropriate feedback and communication channels are in place to support staff;
- Test and implement annual statutory reporting changes
- Liaise with other key stakeholders to ensure that service delivery and the PAS training/audit schedule is inclusive of clinical/operational needs and meets all desired outcomes
- Assistance with recruitment & induction of staff in HIS
- Involvement with HIM student placements and education
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up.
- Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Establish and maintain excellent working relationships within the Royal Melbourne Hospital, EMR, Precinct Partners, the Department of Health and with Applications and Services
- Ensure compliance with legislative requirements and statutory timeframes
- Demonstrate sound judgment and innovation in problem solving, generating positive solutions to work situations, whilst remaining calm under pressure
- Development and maintenance relevant organisational policies and procedures
- Representation and promotion of Statutory Reporting Team requirements through participation in interdepartmental and organisational committees and meetings
- Creation and updating of references and resource documents essential for the daily responsibilities of the Statutory Reporting Team
- Relieve other Management positions within Health Information Services as required
- Other tasks directed by Director Information and Performance



KEY RELATIONSHIPS

Internal

- Director Information and Performance
- ECM Operations Manager
- Coding Manager
- Local EMR Team
- Chief Quality Officer
- RMH Executives
- Finance Department
- Health Intelligence
- Digital Innovation
- Mental Health Services
- Ambulatory Services
- Elective Bookings Office

External

- Department of Health
- Parkville Partners – The Royal Women’s Hospital, The Royal Children’s Hospital, Peter MacCallum Cancer Centre and Parkville Youth and Mental Health Wellbeing Services (PYMHWS)
- Parkville EMR team
- Parkville Precinct reporting teams
- Health Technology Solutions Victoria



AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date
