



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Project Manager – Clinical Coding
Solution**

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.

Advancing health for everyone, every day.

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

The Project Manager – Clinical Coding Solution will lead and be responsible for the successful implementation of the Computer Assisted Coding software for the Clinical Coding Services at Royal Melbourne Hospital, Royal Women's Hospital and Peter MacCallum Cancer Centre.

The Project Manager will be responsible overseeing all aspects of the implementation process, from project planning, stakeholder engagement, training and change management.

Reporting to the RMH Director of Information and Performance, the Project Manager – Clinical Coding Solution will work collaboratively with Health Information Services at RMH, Peter Mac and the Women's.

The Royal Women's Hospital is Australia's first and largest specialist public hospital dedicated to improving and advocating for the health and wellbeing of women and newborns. Over two campuses, the RWH provides both primary and tertiary care for women and babies. The Parkville site is a tertiary hospital providing specialist care and a leading teaching hospital internationally recognised for its medical research and innovation.

- Analyse the business needs and strategic requirements relating to the adoption of coding solution across RMH, RWH and PMCC.
- Proactively facilitate discussions and planning between the Health Information Services, other key health service stakeholders and the solution vendor.
- Work with the project sponsors, key stakeholders and vendor to define project requirements, deliverables and project milestones.
- Maintain comprehensive project documentation including project plans, test plans, resource requirements, training materials and post implementation review.
- Report project progress to project governance committee, including risks issues, timelines and the status of the project.
- Manage and report on the budget for the Project.
- Prepare decisions, minutes and agendas and information papers to relevant governance committees
- Work closely with software vendor to understand the workflow of each coding service, customise the software, coordinate training and provide support.
- Build relationships through liaising with stakeholders, software vendors, architecture design teams and technology teams to clarify requirements and design integrated solutions.
- Work closely with the clinical coding teams to analyse current state 'end to end' coding workflows
- Develop and coordinate training material for end-users and provide support to staff to ensure they proficient in using the new the software.
- Ensure the project is compliant with coding standards, data privacy and security standards.
- Engage all key stakeholders to identify and document technical requirements to inform future state workflows.
- Develop and implement strategies to facilitate changes effectively for each health service.
- Develop and maintain strong positive relationships with key contacts across the Parkville Health Services
- 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.
- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- 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.
- Other tasks directed by Director Information and Performance and the Chief Quality Officer.

Internal	External
<ul style="list-style-type: none"> • Director of Information and Performance • Chief Quality Officer • Manager Classification Quality & Optimisation • EMR Team • Digital Innovation Team • Health Intelligence • Health Information Services 	<ul style="list-style-type: none"> • PMCC Chief Health Information Manager • RWH Manager Health Information Services • Coding Managers – RWH and PMCC • Parkville EMR Team • Epic • Health Technology Services • Other Vendors

- **Formal Qualifications:**

- Tertiary degree and/or professional qualification in Management, Program/Project Management, Health Management, Information Technology Management or related previous experience working in health IT project is required;

- Project Management certification such as Prince2, is desirable:

- Essential:

- Demonstrated success in managing and delivering ICT-enabled business change management projects.
- Experience managing projects that involve substantial work practice changes.
- Demonstrate experience in-team management skills to build and sustain high profile multi-disciplinary project teams to achieve high quality project outcomes.
- Experience in developing quality project documentation writing skills.
- Comprehensive knowledge of project and people management techniques, tools and methods.
- Experience in developing and monitoring organisational benefits in implementing ICT solution.
- Exceptional Project Reporting and Financial Management skills.
- Effective time management and workload prioritisation skills.
- Ability to work under tight deadlines whilst responding to changing business and technical conditions.
- Establishing and working with Project Control Group and governance frameworks.
- Planning, prioritising and scheduling project activities and assigning appropriate resources.
- Initiating, progressing and tracking requests for variations to project scope, timelines and resources.
- Excellent interpersonal, written and verbal communication skills and ability to liaise effectively.
- Capability to work closely with vendors and service providers to ensure they deliver on agreed timeframes and quality.
- Advanced MS Project, Visio, Word and Excel skills;

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Successful implementation of the project and training within the set timeframes
- Ability to communicate changes effectively and ensure compliance

- 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.

- **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.

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.

Date _____