

Position Description

Position Title	Technical Specialist
Position Number	30008717
Division	Digital Services
Department	Clinical Information Systems
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 6
Classification Code	HS6
Reports to	Project Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> National Police Record Check Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Technical Specialist reports to the Project Manager for the Patient Administration System (PAS) Replacement Project and works directly with the PAS Replacement Project and ePR team. The position will be responsible for the design and input of the PAS interfaces, developing technical work packages and technical specifications whilst advocating end user requirements, identifying process redesign and informing the technical deliverables of the project in order to achieve the objectives of an effective and widely utilised PAS System.

The position represents an exciting opportunity for a technically-minded individual to join an established but rapidly growing department which will be involved in the replacement of our Patient Administration System, whilst contributing to Phase 2 of our electronic Patient Record journey.

Responsibilities and Accountabilities

Key Responsibilities

- Extensive understanding of the PAS application architecture and systems in which the PAS interfaces.
- Develop, maintain and document the PAS interfaces for the production and test environment which outlines all downstream systems and supports the development of interfaces within BizTalk.
- Provide expertise to vendor/s and business in relation to messaging standards such as HL7, CDA, XML, DICOM, etc. to support the development of requirements for PAS.
- Provide technical advice and expertise to external parties and/or vendors in the best approach for gaining access to patient clinical information ie: External pathology providers etc.
- Develop documentation which outlines each trigger point and the subsequent HL7 messages to ensure similar outputs occur, or gaps identified, from current state to future state.
- Actively seek opportunities for improvement of work practices and regularly review policies and procedures relating to areas of responsibility.
- Responsible for the technical, integration and data migration deliverables.
- Work collaboratively with the PAS, ePR and wider support teams.
- Independently manage and coordinate technical project activities and report against progress.
- Develop documentation which outlines current data integration associated with downstream systems i.e.; Power BI, Prime etc.
- Ensure the technical requirements and documentation are delivered in line with the project plan.
- Liaise with and provide detail to team members, stakeholders and external resources to encourage communication and collaboration for all technical requirements.
- Interact with an online project management portal, including document libraries, risk and issue register, electronic data collection templates and online team collaboration processes.
- Identify, document and escalate potential project risks and provide recommendations for effective control strategies to minimise risk.

Key Selection Criteria

Essential

1. Highly proficient and at least 4 years' experience in a similar role.
2. Demonstrated high level experience using technical and integration standards within a large healthcare setting.
3. Demonstrated ability to execute detailed specifications which outline clear requirements.
4. Demonstrated high level ability to problem solve issues and implement sound tested solutions.
5. Strong communication skills with proven experience in building partnerships and engaging with stakeholders from multiple disciplines to facilitate collaboration and deliver outcomes.
6. Experience with the development and maintenance of HL7 interfaces.
7. Experience with the development and execution of SQL code.
8. Strong knowledge and experience in coordinating technical application deliverables, including but not limited to integration, application configuration and change control management.

9. Established organisational and time management skills with the ability to respond quickly and efficiently to demands, successfully manage competing priorities, maintain attention to detail and meet deadlines.

Desirable

10. Demonstrated experience in the technical delivery of Patient Administration Systems and/or Electronic Medical Records.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health 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 Bendigo Health's discretion and activities may be added, removed or amended at any time.