

## Position Description

Position Title	Business Specialist
Position Number	30028734
Division	Digital Services
Department	EPR
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
	Nurses and Midwives (Victorian Public Health Sector) Single Interest Enterprise Agreement
Classification Description	Administrative or Nursing/Allied Health equivalent
Classification Code	HS5 or Nursing/Allied Health equivalent
Reports to	Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

## 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 Business Specialist reports to the Manager Clinical Information Systems and works directly with the electronic Patient Record (ePR), Patient Administration System (PAS) Replacement Project teams and the business. The position will be responsible for the design or modification of business processes and workflows

along with advocating for clinical and business requirements, developing work packages and specifications whilst advocating for end user requirements and optimisation.

The position represents an exciting opportunity for a health informatics driven individual to join an established but rapidly growing department which will be involved in the continued evolution of our ePR, whilst contributing to Phase 2 of our ePR journey.

Although Bendigo Health supports the concept of work / life balance, this role is expected to have a willingness and ability to occasionally work non-standard business hours and travel as required by the position.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Assist with the review, development and validation of current and future clinical and administrative workflows and requirements analysis to ensure the ePR solution supports the delivery of quality patient care.
- Develop process improvements to enhance business efficiency and effectiveness.
- Review and revise existing functional processes to achieve the optimal outcome.
- Ensure integrity and consistency in business workflow.
- Analyse root causes of business issues and develop appropriate resolutions.
- Map workflow processes, detailing current and future processes, to assist implementation of a clinical system and model of care.
- Carry out work for other ePR work packages, as required.
- Assist in the review of clinical content of the ePR vendor.
- Develop a detailed understanding of the ePR Vendor's product suite and associated benefits.
- Assist with recommendations on appropriate changes to Bendigo Health's clinical system and workflow.
- Work with stakeholders and subject matter experts in the development and maintenance of clinical content for new work processes.
- Providing progress reports as required.
- Undertake a full range of support activities including user and application administration.
- Ensure all Incidents and Requests tickets are continually updated, and regular updates are provided to end-users.
- Provide on-call support as part of a rostered team.
- Identify opportunities for system modifications and/or configuration changes to improve efficiencies, increase effectiveness and safety and support other quality attributes.
- Undertake systems testing which includes coordination and active participation in regression testing of changes to both the application itself (e.g. upgrades and patches) and its environment (e.g. upstream or downstream systems).

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. Degree qualified or post-graduate qualifications in either health, business management or information technology related fields preferred; equivalent business analyst experience would be considered.
2. Demonstrated understanding of clinical processes, workflows, models of care and policies in public health facilities.
3. Demonstrated analytical skills including a strong problem solving aptitude.
4. Strong organisation skills with the ability to work independently and in a team as required.
5. Demonstrated interpersonal and conflict resolution skills, with the ability to interact effectively with all levels of clinical and non-clinical staff.
6. Excellent written and verbal communication skills to ensure ideas are clearly communicated and understood.
7. Strong aptitude for working with IT solutions with experience using computerised clinical information systems in a public, community, non-profit and/or private health setting and proficient use of Microsoft Outlook, Word, Excel, and Visio.

### Desirable

8. Knowledge of HL7 standards, integration and ePR integration messaging triggers.
9. Knowledge of Electronic Medical Record systems

## 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.*