# Supply Chain Clinical Data Analyst

Reports to Supply Chain Information Manager

Band Band 4, HPV Enterprise Agreement 2018

## Position Summary

The Supply Chain Clinical Data Analyst (Clinical Data Analyst) plays a key role in the future of Health Purchasing Victoria’s (HPV) evolving supply chain information systems. Working as part of the Supply Chain Information Team, the Clinical Data Analyst is responsible for the effective delivery of services related to HPV’s supply chain information (data), processes and systems. In line with the HPV Strategic Plan 2018-22, this role is responsible for supporting the following Strategic Goals:

* Increase customer engagement to be more responsive to customer needs and customer feedback across regional and metropolitan areas.
* Improve the integrity and availability of information used to drive supply chain decisions and support more informed choices.

The Clinical Data Analyst plays a key role in ensuring the state-wide Common Catalogue is fulfilling the vision to streamline product and pricing data updates from supplier through to health service and also, improving the ability to identify products which are functionally equivalent and clinically equivalent as well as standardising product descriptions. Clinical Data Analyst leads functional and clinical equivalent initiative, development of a standardised medical device nomenclature and also supports activities to rollout the Common Catalogue solution to Victorian health services.

The Clinical Data Analyst will build and maintain strong relationships with key stakeholders such as Victorian health service employees (pharmacy, procurement, supply chain and clinical), counterparts in other States and Territories, and with stakeholders including the Australian Digital Health Agency and GS1 Australia.

Key objectives for this role are:

* + Provide exceptional customer service.
	+ Lead in the further development of data standards and implementation.
	+ Execute catalogue administration activities especially in relation to functional and clinical equivalents.
	+ Lead in the development of medical device nomenclature standardisation in collaboration with other jurisdictions, regulating bodies, organisations and external stakeholders.
	+ Provide expertise and guidance to customers in relation to the catalogue data, system/s and processes.
	+ Support the rollout of the Common Catalogue to health services.

## Specific Duties and Responsibilities

### Customer Service and Supplier Support

* + Provide support and assistance to users of the Common Catalogue.
	+ Assist in the rollout of the Common Catalogue solution to Victorian health services.
	+ Lead the functional and clinical equivalent initiative, seek out customer requirements and facilitate process and data improvements.
	+ Provide guidance and support suppliers to improve data quality.

### Data Management

* + Lead the team’s involvement in the functional and clinical equivalent initiative.
	+ Support and improve on the VBA code, R scripts and Excel formulas required for functional equivalent products identification.
	+ Review and expand on the current list of key properties, major identifiers and brands to feed into the functional equivalent algorithm for more accurate product identification.
	+ Engage with existing and new suppliers to improve quantity and quality of data published to NPC.
	+ Maintain relevant data fields in the Common Catalogue for functional and clinical equivalents.
	+ Assist to review and action of exception report errors resulting from the Common Catalogue interface.
	+ Improve the operation and efficiency of the HPV data.
	+ Lead initiatives to improve product descriptions and terminology used. Liaise with counterparts in other Jurisdictions to develop and agree on standards and implementation approach.
	+ Liaise with HPV procurement team to highlight supplier data issues and opportunities.

### General

* + Design, implement and maintain business processes and user guides to support the functions of the role.
	+ Maintain a high level of communication, presentation and professionalism to maintain and strengthen HPV’s professional image.
	+ Maintain and develop open and transparent lines of communication within the Supply Chain Information Team and broader organisation.
	+ Contribute to the Data and Systems division and broader HPV team through participation in formal meetings and other activities as required.

### Leadership

* + Foster a workplace culture that is consistent with overall culture of HPV emphasising the values of HPV
	+ Maintain strong lines of communication, both formal and informal, with Senior Managers, the ELT and key HPV stakeholders to ensure the smooth operation of the organisation
	+ Support with organisational change and growth as requested to assist HPV in fulfilling its legislative functions in line with its Strategic Plan

### HPV Values and Cross Functional Collaboration

* Establish and maintain strong working relationships with key individuals and groups across HPV’s stakeholder organisations (internal and external), and develop and apply appropriate engagement and consultation strategies.
* Represent HPV in appropriate forums to strengthen relationships and improve mutual understanding.
* Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
* Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
* Uphold HPV values:
	+ - We are customer-focused; we focus on customer and patient outcomes
		- We keep it simple; we strive for efficient and effective ways to achieve our goals
		- We are collaborative; we work as a team toward common goals
		- We take responsibility; we challenge the status quo. We are responsible for our behaviours, actions and results
		- We inspire confidence; we do the right thing. We are open, honest and trustworthy

### Data Security

* Comply with HPV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.

While the principal duties of this position are as above, the Supply Chain Clinical Data Analyst may be required to undertake other duties from time to time.

## Qualifications and Experience

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| Academic | * Relevant tertiary or post-graduate qualifications, preferably encompassing a clinical degree, Health Science/Health Information Management or STEM degree (Science, Technology, Engineering, Maths)
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| Experience | * Knowledge of consumables/equipment typically used in hospitals and health services, their use and application is essential.
* Proficiency with Microsoft Office especially Excel (particularly VBA and macro development) essential.
* Experience in customer and supplier management at an operational level essential.
* Experience in purchasing or cataloguing consumables/equipment typically used in health services. Experience using strong analytical skills and clinical knowledge to determine most suitable products to be purchased and utilised within a clinical setting.
* Strong business process, data analysis and reporting skills. Proficiency with building reporting dashboards in Qlik Sense / Qlik View (or similar product).
* Project experience including systems implementations involving testing and issue management experience in a health service or related environment
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| Personal | * Strong commitment to providing excellent customer service.
* Self-directed and able to work under minimal supervision.
* Sound analytical, process and problem solving skills.
* Excellent interpersonal skills, including an ability to influence with written, oral and presentation skills.
* Attention to details
* Proactive attitude.
* Ability to manage multiple tasks and to negotiate and meet deadlines.
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