

Task Characteristics

PLATFORM 1

Entry Platform 1: Applies a broad range of specialised knowledge and skills in varied contexts to undertake skilled work. Demonstrates a broad factual, technical and theoretical knowledge. Cognitive skills to identify, analyse, compare and act on information from a range of sources. Cognitive, technical and communication skills to apply and communicate technical solutions of a non-routine or contingency nature to a defined range of predictable and unpredictable problems. Specialist technical skills to complete routine and non-routine tasks and functions. Communication skills to guide activities and provide technical advice in the area of work and learning. Application of knowledge and skills to specialised tasks or functions in known or changing contexts; with responsibility for own functions and outputs, and may have limited responsibility for organisation of others; with limited responsibility for the quantity and quality of the output of others in a team within limited parameters. (Certificate IV)

Domain Underpinning Knowledge & skills Data Competencies Costing Competencies Reporting Competencies Accounting Competencies Business Intelligence Competencies

Platform 1 Level 1

C O S T I N G	Clinical costing models Clinical Costing Standards Overview of Weighted Activity Units (WAUs) Problem solving	Manipulate data	Provide administration support for clinical costing Locate information required Demonstrate consistency in clinical costing activities Use new costing models Calculate acute admitted patient costs accurately Calculate sub and non-acute patient costs accurately Calculate costs for Aboriginal & Torres Strait Calculate ED & emergency services costs accurately Review and establish RVUs Work accurately in clinical costing software		Manage cost centre data Apply reconciliation outcomes	
	Clinical services and operational processes Clinical staffing and support services Clinical data systems and feeder systems HHS service departments and cost centres Reconciliation analysis Relevant database precalculations Cost centres and cost centre interrelationships Recording medical supplies Problem solving Excel, Access skills Eye for detail	Load data into TII Process in TII Rectify rejects Add new products Extract data from feeder systems Maintain Talon SQL mapping Implement and monitor standardised data production Manage data downloads Enter data accurately Map departments Maintain records in source systems Collect data	Demonstrate consistency in clinical costing activities	Set up new financial year information and systems Generate routine reports Generate end of month and end of year reports	Compare outputs to determine accuracy Load, post and reconcile in clinical costing software	Manage data extract files by systems
R E P O R T I N G	Coding standards Problem solving		Apply costing information Demonstrate consistency in clinical costing activities	Upload reports to internet. Identify source, time and parameters of reports produced. Generate standard reports Generate standard adhoc reports Report KPIs Analyse and interpret ABF reports	Apply basic accounting skills	
M O D E R N I S M	Overview of weighted Activity Units (WAUs) Peer groups Problem solving		Demonstrate consistency in clinical costing activities		Conduct audit	Engage and liaise with clinicians Forecast ABF activity targets

Advanced level knowledge and skills

Platform 1 Level 2

C O S T I N G	National Health Reforms Coding standards Costing system products Problem solving Understanding of clinical costing process Accounts Ledgers	Investigate data Validate data	Demonstrate understanding of clinical costing process Calculate component costs Validate costs Apply costs to patient Demonstrate consistency in clinical costing activities Demonstrate understanding of clinical costing process Identify information required for clinical costing activities Ensure consistency in clinical costing	Evaluate post costing financial transfers Report to internal stakeholders	Compare costs on an annual basis Allocate costs Identify fixed and variable costs Run and action audit reports	Engage and liaise with clinicians Ensure and confirm understanding in team members
	Data base relationships and structures Knowledge of database components at patient and department level Product volumes Ability to work accurately with data Problem solving Understanding of clinical costing process	Identify data quality issues Ensure data accuracy	Understand the concept of RVUs Demonstrate consistency in clinical costing activities	Develop crystal reports Manage reporting requests Upload reports to QHEPS	Classify costing data Conduct reconciliations	Liaise with clinical system managers or operators to source data Provide feedback to streamline data extracts Provide feedback to clinical systems managers or operators to reduce Overview performance and quality of own work
R E P O R T I N G	NHCDC data collection Overview of ABF framework, funding model and reporting Problem solving Understanding of clinical costing process	Upload data to DSS Break targets down Transfer data into and out of DSS Provide feedback to streamline data extracts	Understanding of clinical costing process Demonstrate consistency in clinical costing activities	Ensure reporting compliance with KPIs and targets Generate complex costs vs reimbursement reports Provide guidance for clinicians in interpreting clinical costing reports Develop reports	Conduct audit Analyse and apply DRGs	Engage and liaise with clinicians Analyse case mix providing decision support and advice Analyse gaps Comply with relevant legislation and regulation
M O D E R N I S M	National and state costing contexts Problem solving Understanding of clinical costing process		Interpret costing information Demonstrate consistency in clinical costing activities		Develop ABF budgets and models	Model changes in service provision Manage clinical costing contingencies and risk Comply with relevant legislation and regulation Provide strategic advice Review purchasing framework Prepare submissions

Transition Platform 1, Levels 1 / 2: Applies integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled work. Technical and theoretical knowledge and concepts with depth in field of work. Cognitive and communication skills to identify, analyse, synthesise and act on information from a range of sources. Cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems or management requirements. Specialist technical and creative skills to express ideas and perspectives. Communication skills to transfer knowledge and specialised skills to others and demonstrate understanding of knowledge. Application of skills and knowledge with depth in some areas of specialisation, in known or changing contexts; to transfer and apply theoretical concepts, or technical skills in a range of situations; with personal responsibility and autonomy in performing complex technical operations with responsibility for own outputs in relation to broad parameters for quantity and quality; with initiative and judgement to organise the work of self and others and plan, coordinate and evaluate the work of teams within broad but well-defined parameters (Diploma)

Exit Platform 1: Applies specialised knowledge in a range of contexts to undertake advanced skilled work. Specialised and integrated technical and theoretical knowledge with depth in one or more fields of work. Cognitive and communication skills to identify, analyse, synthesise and act on information from a range of sources. Cognitive and communications skills to transfer knowledge and skills to others and to demonstrate understanding of specialised knowledge with depth in some areas. Cognitive and communication skills to formulate responses to complex problems. Wide-ranging specialised technical or conceptual skills to express ideas and perspectives. Demonstrates the application of knowledge and skills with depth in areas of specialisation, in contexts subject to change; with initiative and judgement in planning, design, technical or management functions with some direction; adapts a range of fundamental principles and complex techniques to known and unknown situations; across a broad range of technical or management functions with accountability for personal outputs and personal and team outcomes within broad parameters (Advanced Diploma / Associate Degree (some differing characteristics for Associate Degree)).

PLATFORM 2

Entry Platform 2: Applies a broad and coherent body of knowledge in a range of contexts to undertake professional work. Broad and coherent body of knowledge with depth in the underlying principles and concepts. Cognitive skills to review critically, analyse, consolidate and synthesise knowledge. Cognitive and technical skills to demonstrate broad understanding of knowledge with depth in some areas. Cognitive skills to exercise critical thinking and judgement in identifying and solving problems with intellectual independence. Communication skills to present a clear, coherent and independent exposition of knowledge and ideas. Application of knowledge and skills with initiative and judgement in planning, problem solving and decision making; adapt knowledge and skills in diverse contexts; responsibility and accountability for own practice and in collaboration with others within broad parameters. (Bachelor Degree)

Mastery level knowledge and skills

Platform 2 Level 1

C O S T I N G	Clinical costing standards	Apply new costing models	Compare and report annual costs
	Understanding of Level 1 clinical costing activities Understanding of clinical costing process Complex problem solving Extensive knowledge and understanding of clinical costing environment Advanced knowledge of cost type categories	Develop feeder key extracts Calculate complex clinical costs accurately Apply costing information Review and evaluate costing activities Conduct internal clinical costing audit Coordinate costing activity Demonstrate understanding of clinical costing process	

S Y S T E M S	Understanding of data being managed ABF framework System database precalculations	Rectify database errors Create extracts Consult with feeder system operators	Provide supervision of clinical costing system processes Undertake spot checks	Manage reporting requests Upload reports to OHEPS	Undertake reconciliations Evaluate reconciliations Manage cost centre data Conduct audit	Engage and liaise with clinicians
	Clinical costing standards Cost type categories Understanding of clinical costing process Complex problem solving Ability to undertake spot checks High level analytical skills High level IT skills High level communication skills Ability to work accurately with aggregated data					

A B F R E P O R T I N G	Peer groups	Investigate data	Interpret clinical costing audit results	Analyse ABF reports	Manage performance and quality
	WALUs National Hospital Cost Data Collection (NHCCD) requirements Detailed knowledge of ABF funding and reporting framework Understanding of clinical costing process Problem solving Detailed knowledge of NHCCD data Relevant legislation and regulation High level reporting skills Peer groups			Ensure reporting requests are met Generate complex reports Ensure reporting compliance	Forecast ABF activity targets Manage compliance with legislation and regulation Participate in ABF committee Analyse costing and finance gaps Support decision making Provide advice

A B F M O D E L I N G	Purchasing intentions	Identify patterns and trends	Assess impact of change
	Understanding of clinical costing process Problem solving Utilisation of data	Develop ABF budgets and models	Manage ABF operations Manage ABF activity targets Develop ABF knowledge and skills in stakeholder Review and analyse purchasing framework Analyse case mix Apply federal and state ABF policy Analyse purchasing framework Analyse impact of changes Manage risk Identify potential ABF funding breaches Prepare submissions Implement continual improvement processes

Transition Platform 2, Levels 1 / 2: Applies a body of knowledge in a range of contexts to undertake highly skilled work. Advanced knowledge within a systematic and coherent body of knowledge that may include the acquisition and application of knowledge and skills in a new or existing discipline or professional area. Cognitive skills to review, analyse, consolidate and synthesise knowledge and identify and provide solutions to complex problems. Cognitive skills to think critically and to generate and evaluate complex ideas. Specialised technical skills in a field of highly skilled or professional practice. Communication skills to demonstrate an understanding of theoretical concepts. Communication skills to transfer complex knowledge and ideas to a variety of audiences. Knowledge and skills to make high level, independent judgements in a range of technical or management functions in varied specialised contexts; to initiate, plan, implement and evaluate broad functions within varied specialised technical contexts; responsibility and accountability for personal outputs and all aspects of the work or function of others within broad parameters. (Graduate Diploma/Graduate Certificate/Bachelor Honours Degree (some differing characteristics for Graduate Certificate and Honours)).

Expert level knowledge and skills

Platform 2 Level 2

C O S T I N G	ABF framework	Optimise case mix funding	Identify and resolve costing ambiguities	Analyse and apply DRGs	Ensure compliance with relevant legislation and regulation Manage and resolve clinical costing and related financial risk
	Understanding of clinical costing process Complex problem solving Financial procedures Principles of accounting.	Identify clinical costing improvements Implement clinical costing methodology models Analyse clinical costing audit results Develop costing information Apply feeder key extracts Interpret costing information		Compare outputs Interpret and advise on annual costs	

S Y S T E M S	National health reforms ABF framework and funding model NHCCD ABF reporting framework Current changes, trends and developments Clinical costing environment	Utilise data	Liaise with finance units	Reconcile and report finance and costing data Develop audit procedures and parameters	Ensure software capability. Establish continual improvement processes
	Understanding of clinical costing process Complex problem solving Expert analytical skills				

R E P O R T I N G	Understanding of clinical costing process Complex problem solving Expert reporting skills		Report to executive and board	Develop ABF budgets and models	Review purchasing framework Manage ABF operations Manage ABF activity targets Provide planning tools Provide strategic advice
	Expert communication skills				

Exit Platform 2: Applies an advanced body of knowledge in a range of contexts for professional practice. Has a body of knowledge that includes the extended understanding of recent developments in a discipline and its professional practice. Has knowledge of research principles and methods applicable to the field of work, discipline and its professional practice. Cognitive skills to demonstrate mastery of theoretical knowledge and to reflect critically on theory and professional practice. Cognitive and technical skills to investigate, analyse and synthesise complex information, problems, concepts and theories and to apply established theories to different bodies of knowledge or practice. Cognitive and technical skills to generate and evaluate complex ideas and concepts at an abstract level. Communication and technical research skills to justify and interpret theoretical propositions, methodologies, conclusions and professional decisions to specialist and non-specialist audiences. Technical and communication skills to design, evaluate, implement, analyse and theorise about developments that contribute to professional practice. Application of knowledge and skills with creativity and initiative to new situations in professional practice; high level personal autonomy and accountability; to plan and execute a substantial research project. (Masters Degree (Coursework, Research or Extended)(some differing characteristics for Research and Extended Masters)).

M O D E L I N G	Understanding of clinical costing process Complex problem solving		Advise on ABF budgets and models Interpret and advise on finance and costing data	Develop future plans Assess impact of change on service provision Model changes in service provision Provide strategic advice Forecast ABF activity target contingencies Establish legislative and regulatory compliance Resolve and review ABF funding breaches

