

# Position Description

## EMR Test Lead

<b>Classification:</b>	HS5 Level 1-5
<b>Business unit/department:</b>	EMR Services
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Full-Time
<b>Hours per week:</b>	38
<b>Reports to:</b>	EMR Services Manager
<b>Direct reports:</b>	0
<b>Date:</b>	March 2026

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

Lead the testing, quality assurance, and release readiness for the Cerner (Oracle Health Millennium) application, covering core clinical workflows, interfaces, data, and integrations—to ensure safe, reliable, and compliant delivery of EMR changes and projects across the health service. This role sets the testing strategy, governs quality practices, and partners with clinical, operational, technical, and vendor stakeholders to assure that changes are clinically safe, secure, and fit for purpose.

### About the Directorate/Division/Department

The Department provides a wide range of Information Communication and Technology (ICT) and Electronic Medical Record (EMR) Services to Austin Health staff.

ICT and EMR Services is grouped into the following functional streams:

- ICT Services
- Infrastructure Services

- Application, Integration Services
- Strategy Engagement and Project Services
- EMR services

The ICT and EMR environment include business critical information systems and multi-campus data and telecommunications networks. It supports over 8,000 staff, computers, applications, Microsoft Windows, Unix servers and multiple database products and telecommunication devices.

The EMR services office is located at the Austin Campus; however, staff are required to work across all Austin Health campuses as required. The EMR team strives for a positive collaborative environment built on trust. They work towards collective decisions, and they are held accountable for outcomes.

## Position responsibilities

- Define and maintain the test plan, and test governance for Cerner Millennium
- Establish risk-based test approaches across projects and BAU releases
- Build and manage the test plan, scope, entry/exit criteria, traceability matrices, and go-live readiness assessments.
- Lead planning and execution of UAT, regression, integration, end-to-end testing
- Coordinate UAT with clinical and business stakeholders
- Oversee test data, environments, and configuration management; align with Cerner domains and environment refresh schedules.
- Embed clinical safety thinking into testing (e.g., medication safety, order sets, clinical decision support, results/sign-off, allergies, care pathways).
- Facilitate hazard logging, risk assessments, and safety case evidence where required; ensure defects with patient-safety impact are triaged and resolved with urgency.
- Govern testing of interfaces
- Validate and run audit reports, result flows, downstream analytics as required.
- Manage test and release activities including monthly release windows, code ensure required local configuration is maintained in accordance with HTS guidelines upgrades and other system enhancement projects.
- Coordinate with Oracle Health (Cerner) and Health technology solutions (HTS) on issue resolution, patches, code levels, and testing artefacts; ensure vendor obligations are met.
- Prepare concise, decision-ready reporting for governance forums
- Promote a culture of quality, safety, and continuous improvement; standardise ways of working and tools.
- Provide regular status updates to the EMR Services Manager
- Perform special tasks or functions that go beyond the day-to-day activities of EMR Services as required by the EMR Services Manager
- Act as document controller for the policy and procedures within OPPIC for EMR and ICT services.
- Providing day-to-day support and monitoring on the Cerner Clinical System Service Desk queue as per roster. Shift coverage will also be required on the weekends depending on demand. Therefore, staff in the EMR Services will be expected to work weekends occasionally



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- Participate in on-call roster, which provides after hours support to Austin Health staff this infers compliance with on-call policy
- In rare circumstances in this role you may be contacted by colleagues or management out of hours or when you are on leave, to request assistance with investigation and resolution of any priority incident. You must make best endeavors to respond to this contact as soon as possible.

## Selection criteria

### Essential skills and experience:

- Proven leadership of testing/quality assurance for Cerner (Oracle Health Millennium) in a complex health service or equivalent safety-critical environment
- Expert and experience in test design and execution techniques
- Integration competence including HL7 v2 messaging, FHIR APIs, device integration concepts, and interface engines.
- Proficiency in defect and release management
- Proven ability to work both independently and in a complex team environment; collaborate with external and internal professionals and other customers
- Proven communication skills: able to communicate effectively with all levels of personnel within the organization
- Proven ability to work independently with minimal supervision
- Strong customer focus

### Desirable but not essential:

- Experience in the use of HP Quality Centre
- A good understanding of existing Austin Health clinical systems
- Understanding of accreditation and standards within health care.
- Test automation

## Professional qualifications

- Tertiary qualification in IT/Health Informatics or related discipline; ISTQB Foundation (or higher) or equivalent professional certification

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.



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- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health’s core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health’s Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health’s immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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