

Eastern Health

POSITION DESCRIPTION

Position Title:	Clinical Research & Education Librarian
Award Classification:	Medical Librarian – Grade 2
Award / Agreement Name:	Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Position Reports to:	Director, Library and Online Services

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

Together with the Director of Library and Online Services and other members of the Library team, work to provide a high quality library and information service at Eastern Health.

The Clinical Research & Education Librarian makes an important contribution to the Eastern Health Library Service with responsibility for the design and delivery of quality education programs and presentations in evidence based practice and information literacy for staff and students at all levels. The incumbent will also provide research consultations and training on an individual or group basis. Services may be delivered face to face or remotely. The incumbent will also undertake high quality literature searches and participate in a range of general library duties including reference services and document delivery along with proactive liaison and promotion of library resources and services.

While much of the service is provided electronically, in order to provide a comprehensive support to clinicians, researchers, educators and administrators the incumbent will be expected to work across campus, undertaking regular shifts at each of the physical libraries and available to travel to other Eastern Health sites as required.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Analyse training needs and develop innovative and flexible education programs for health professionals that build effective skills in the discovery, evaluation and use of information resources.

Conduct complex literature searches for research, quality improvement projects, guidelines and clinical pathway development.

Undertake general library duties including document delivery, cataloguing and general reference.

Demonstrate a flexible approach by working at multiple library sites across Eastern Health and travelling between campuses as needed to ensure prompt and professional delivery of library services.

Participate in all day-to-day activities of the Library Service as required.

Assist in the creation and maintenance of leading edge, user friendly content on the library web site including the development of instructional materials, subject guides, web and video tutorials, and other research guidance and online courses.

Provide front-line information services at the Library's physical and virtual service points fostering a helpful customer service approach that adds value to all user interactions.

Maintain knowledge of developments in evidence-based practice, literature searching, and library services.

Utilise systems that enable the collection of statistics and patron feedback.

Provide in-depth reference and research consultations, both face to face and remotely.

Monitor health information products and work with other library staff to ensure new information service technologies are made available to Eastern Health.

Assist in promoting and driving a culture of continuous service improvement within the Library Service.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of

objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

A qualification in librarianship that confers eligibility for professional membership of the Australian Library and Information Association and commitment to continuing professional education.

Experience in the delivery of providing library instruction, presentations, workshops and consultations, both face to face and remotely.

Experience in the delivery of high quality, customer-focused reference services in a medical or academic library.

Detailed knowledge of health databases and a strong understanding of medical and bioscience terminology, evidence-based medicine and research methodologies with experience in undertaking expert literature searches.

Experience with SpringShare LibGuides and/or web content management systems.

Demonstrated ability to engage and collaborate with a range of health professionals from novice to expert.

Desirable

Knowledge of teaching and learning methods, specifically with regard to training adult learners.

Demonstrated ability to use technology for instructional and information purposes, e.g., collaborative research and productivity tools, screen recording and video editing software, presentation tools such as MS PowerPoint.

Advanced knowledge of current issues and trends in library technology and their scope for application to service delivery and resource integration.

Demonstrated ability to work autonomously with excellent organisational, critical thinking, problem solving and prioritisation skills.

Demonstrated high level interpersonal, verbal and written communication skills including the ability to liaise, educate and communicate effectively with clients, colleagues and other stakeholders.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au