

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Project Lead – SCV Sepsis &amp; Delirium programs</b> Fixed term part-time 8 days per fortnight – 12 months June 2025 – June 2026
<b>Award Classification:</b>	Administrative Officer – HS5
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Manager & Administrative Officers)
<b>Position Reports to:</b>	Director of Continuous Improvement

### EASTERN HEALTH

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.



## **POSITION PURPOSE**

The Project Lead – SCV Sepsis & Delirium programs is a key member of the Continuous Improvement team, reporting to the ED Allied Health, Strategy, Experience & Improvement directorate.

The Project Lead for the SCV Sepsis and delirium programs will be key in working closely with the Executive Sponsors of Eastern Health SCV Sepsis and Delirium programs, the Director of Continuous Improvement, and the continuous improvement team to ensure the SCV Improvement programs are supported with the appropriate coordination, data, tools, and methodology.

The role will also support Eastern Health in implementing and developing expertise and a culture that supports continuous improvement.

## **MAJOR DUTIES AND/OR RESPONSIBILITIES**

1. Working with the Executive Sponsors of Eastern Health SCV Sepsis and Delirium programs, the Director of Continuous Improvement and the workstream lead in planning and executing the programs
2. Preparing meeting materials (e.g. agendas and slide packs) for project meetings, sponsor updates, learning sessions and coaching calls
3. Develop effective relationships across a range of internal and external stakeholders, within SCV and across Victorian health services
4. Work collaboratively to support the monitoring and reporting of progress against program objectives and plans, embedding a continuous improvement approach to delivery
5. Documenting data and/or working with the Data, Analytics & Insight Service analyst to produce data insights to support the Eastern Health SCV Sepsis and Delirium programs and sponsors to identify opportunities for improvement and understand what impact tests of change are having on the key performance measures
6. Proactively engaging with project team members outside of meetings to check on progress, identify issues and help to progress the activity
7. Liaising with the SCV project team and their STP coordinator to seek support, review progress, and share learnings and success
8. Provide regular reporting to meet the needs of Eastern Health
9. Providing reporting to the SCV Sepsis and Delirium programs teams on tests of change
10. Preparing storyboards with input from the wider participating team for Learning Sessions.
11. Actively and effectively partner with leaders across Eastern Health to build improvement expertise and facilitate continuous improvement activities for the SCV sepsis and delirium programs.
12. Partner with leaders across Eastern Health to facilitate and support commitment and involvement in continuous improvement activities.
13. Develop and coordinate the work plan for the SCV Sepsis and Delirium program activities, including workload prioritisation and task allocation, and report to the Eastern Health governance committees.
14. Partner with members of the Eastern Health directorates to advance the improvement of quality, safety and risk management at Eastern Health
15. Undertake other activities as required.

## **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.

## **TRAINING AND DEVELOPMENT**

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

You are expected to participate in the personal development process annually, including completion of all core training requirements as per the QPI Learning and Development profile.

## **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 are consistent with the EH approach to patient and family-centred care.

## **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.

## **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.

## **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.

## ATTACHMENTS

- Attachment 1 Key Selection Criteria

## 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.*

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

<b>Position Title:</b>	Project Lead – SCV Sepsis & Delirium program Fixed Term Part-time – 12 months starting June 2025
<b>Award Classification:</b>	Administrative Officer – Grade 5 (HS5)
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) or relevant award/agreement depending on qualification
<b>Position Reports to:</b>	Director of Continuous Improvement

#### Essential

- A tertiary qualification in fields related to health administration, medicine, nursing, midwifery, paramedic, pharmacist or allied health is desirable.
- Keen interest in sepsis and/or delirium, and ideally clinical knowledge within a relevant area
- Experience in leading, training and coaching senior staff in improvement, project and change management
- An understanding of continuous improvement with prior experience in healthcare improvement projects and formal or currently undertaking training in improvement methodologies
- Demonstrate high self-awareness and adaptability to changing priorities.
- Being well organised, using effective planning, project management and communication tools to drive activity
- Proactively and strong relationship skills
- Skill in interpreting data for improvement including run charts and statistical process control charts
- Focused on delivery, including providing regular reporting and outputs to meet the needs of Eastern health and support cross-system learning through the program.
- Previous experience in coaching individuals or teams, and the ability to create a common purpose and maintain will and engagement with the work.
- Proven track record in successfully leading and embedding change within and across teams
- Understanding of measurement and monitoring for safety and quality, including proven ability to analyse and use data and information for improvement
- Stakeholder management – creates effective structures to manage and engage stakeholders and negotiates with and influences diverse stakeholder groups, including a highly educated workforce
- Superior communication skills, both verbal and written
- Self-motivated and able to work under pressure both independently and within a team
- A commitment to improving the patient's experience of their healthcare
- Demonstrated capacity to 'live' the Eastern Health Values
- Tertiary qualification in health-related field (i.e. clinical qualification and/or health management)
- A Victorian Drivers Licence
- Covid-19 vaccination status, which complies with Victorian Chief Health Officer directions (subject to change)

#### Desirable

- Experience with leading co-design
- Redesign and/or improvement specific qualification