

Eastern Health

POSITION DESCRIPTION

Position Title:	Clinical Governance Projects Lead
Award Classification:	Administrative Officer – Grade 5 (HS5), or ZA7 – RN G5 CLIN CONS Y1 or Grade 4 Allied Health equivalent i.e. Health Professionals award – e.g. VB24 Grade 4
Award / Agreement Name:	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers), Registered Nurses and Midwives (22) (Nursing and Midwives Victorian Public Health Sector) Single Interest Employers) Enterprise Agreement 2024-2028) or Allied Health equivalent.
Position Reports to:	Director, Clinical Governance – line management (refer to Attachment 2) in partnership with Director Medical Services Clinical Governance

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

The Clinical Governance Projects Lead reports to the Director Clinical Governance and works in conjunction with the Director Medical Services Clinical Governance (refer to Attachment 2). The purpose of this Clinical Governance Projects and Cover Lead position undertake projects related to clinical governance, clinical risk, patient safety, system improvement, National Safety and Quality in Health Care Services (NSQHS) and associated industry accreditation standards. The role will also support leave cover for the staff within the Clinical Governance team.

The role is considered clinical with the flexibility of hybrid 3 days onsite/2days work from home (prorata) when role responsibilities allow or as requested by the Director Clinical Governance.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

The responsibilities of the Clinical Governance Projects lead will include:

- Work with the Directors and Deputy Directors of Clinical Governance supporting and leading key Clinical Governance, Industry standards and Quality and Safety related projects in conjunction with key stakeholders across Eastern Health.
- This may include:
 - Developing project plans using the Eastern Health methodologies to meet specified outcomes.
 - Provide project status reports to communicate project and audit progress against deliverables. This includes data analytics, and reporting.
 - Establishing sustained operating systems that are consistent with the Eastern Health Clinical Governance and Improving Performance Together Frameworks.
 - Develop a process for identifying and implementing improvement in response to identified performance gaps and clinical risks data in line with the Improving performance together framework.
 - Coordinating staff training, resources and tools in collaboration with key stake holders. This may include the development of instructional guidelines where necessary.
 - Support the Clinical Governance team in ensuring each ward area and department are well supported and adequately prepared in preparation for short notice accreditation assessment.
- Participate and support clinical risk and incident management, audit and clinical performance monitoring undertaken by the team and programs. This may require supporting a programs incident management program and working with the relevant internal and external stakeholders like, RL Datix, VHIMS, decision support, ICT, EMR, DIAS, etc

- Work closely with the Directors and the Deputy Director Clinical Governance to support the co-ordination of projects, accreditation support and cover provided by this role for the CGP and CRP teams.
- Conduct any last-minute work/project/audits that may occur, and work as directed by Director Clinical Governance.
- Support Directorate and Program Safety and Quality everyday and accreditation readiness and in accordance with attachment 2 portfolio and reporting matrix.
- Support leave cover for the Clinical Governance team including the Clinical Risk Partners (CRPs), and Clinical Governance Partners (CGP) and Lead roles within the team. Key items are providing:
 - Support for the Executive Partner and preparation for Clinical Risk Governance and Directorate Safety and Quality and Executive Committees, progressing items as advised during the leave period.
- Professional supervision provided in accordance with the portfolio and reporting matrix attachment 2.
- Work as directed by Director Clinical Governance.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to providing and maintaining 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 Compensations (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 centred 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
- Attachment 2 Portfolio and Reporting Matrix

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

Position Title:	Clinical Governance Projects Lead
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Essential

- Graduate qualification in a relevant discipline, health services management or other relevant qualification(s).
- Meets Eastern Health Allied Health credentialing requirements, either Ahpra registered (for Ahpra registered professions) or is member or demonstrates eligibility for Australian Professional body
- Knowledge and understanding of relevant accreditation standards and processes
- Experience in developing and implementing quality systems in Health care
- Demonstrated ability to develop creative solutions to complex systemic and organisational problems.
- Extensive knowledge of a performance excellence approach to patient quality and safety management
- Demonstrated leadership and facilitation skills.
- Demonstrated understanding of planning, developing and ensuring continuous improvement of quality health care services within a constrained budgetary environment.
- Proven track record in analysing, allocating, developing and achieving organisational targets.
- Excellent communication and interpersonal skills both written and verbal
- Demonstrated ability to understand change and the dynamics of a large, complex health care organisation
- Ability to prioritise competing demands and meet deadlines
- Ability to influence change in a collaborative and highly professional environment
- Demonstrated ability in project management
- Quality data management skills
- Previous industry experience within the health care sector

Desirable

- Extensive understanding of organisational performance management systems and advanced analytical skills
- High level communication, both written and verbal, demonstrated high level of interpersonal skills with all health care professionals and consumers.
- Commitment to ongoing professional development.
- Computer literacy and embracing of health technologies and informatics

Note: This is an identified Allied Health Professionals and Medical Scientists, Pharmacists and Psychologists Award position. Applicants must be allegeable to be appointed to one of these two awards to be eligible to apply.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. 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