

Eastern Health



POSITION DESCRIPTION

Position Title:	Preoperative Planned Surgery Innovation Lead
Award Classification:	To be determined based on successful applicant background
Award / Agreement Name:	Relevant Eastern Health Enterprise Agreement (Nursing, Admin, Allied Health)
Position Reports to:	Deputy Director Operations Pre-Admission & Deputy Director Operations Planned Surgery through the Planned Surgery Services Manager

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.



POSITION PURPOSE

The Pre-operative Planned Surgery Innovation Project Lead is responsible for leading a comprehensive review of pre-operative planned surgery services at Eastern Health to identify opportunities to enhance patient pathways, models of care and service delivery.

The role will undertake current-state analysis, stakeholder consultation in particular with Deputy Director Operations Pre-Admission Clinic and Deputy Director Operations Planned Surgery, benchmarking and review of evidence-based practices to inform the development of recommendations for pathway redesign, model-of-care enhancements and service innovation. These recommendations will support organisational decision-making, future service development and implementation planning.

Working collaboratively with clinical, operational and executive stakeholders, the position will facilitate future-state service design and contribute to Eastern Health's strategic priorities through innovation, continuous improvement and evidence-based recommendations.

MAJOR DUTIES AND/OR RESPONSIBILITIES

- Lead a comprehensive review and analysis of pre-operative planned surgery services across Eastern Health.
- Engage relevant internal and external stakeholders to undertake current-state assessment of pre-operative planned surgery pathways and service delivery.
- Conduct benchmarking against comparable health services and contemporary best-practice models of care to identify opportunities for improvement and innovation.
- Analyse patient journeys, clinical and operational processes, performance data and service outcomes to identify gaps, risks and opportunities.
- Review and evaluate evidence-based practices, emerging models of care and innovative approaches relevant to planned surgery services.
- Facilitate stakeholder consultation and co-design activities to inform service review, redesign and future-state planning.
- Develop evidence-based recommendations to enhance patient pathways, models of care and service delivery.
- Prepare reports, presentations and briefing materials to communicate findings, options and recommendations to key stakeholders.
- Develop future-state service designs and high-level implementation considerations to support organisational decision-making and planning.
- Apply project management and continuous improvement methodologies to support review, analysis and redesign activities.
- Work collaboratively with clinical, operational and executive stakeholders to build engagement, consensus and support for recommended service improvements.
- Identify risks, dependencies and enabling factors associated with proposed service redesign initiatives.
- Support change management activities associated with service review and redesign processes.

1. 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.

2. 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.

3. 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 centre 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 based on 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: ____/____/____

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ATTACHMENT 1

KEY SELECTION CRITERIA

Essential

- Current registration with AHPRA or relevant professional body (where applicable).
- Demonstrated experience leading complex healthcare reform, service redesign or improvement initiatives.
- Strong project management skills with demonstrated ability to deliver outcomes within agreed timelines.
- Experience utilising performance data and analytics to inform decision making and service improvement.
- High-level stakeholder engagement, communication and influencing skills.
- Demonstrated ability to lead change across multidisciplinary teams.
- Strong written communication skills including report writing, business case development and executive briefings.
- Proven ability to work autonomously while managing competing priorities.
- Strong problem-solving, negotiation and critical-thinking skills.
- Advanced computer literacy including Microsoft Office applications.

Desirable

- Demonstrated understanding of pre-operative planned surgery system and processes
- Postgraduate qualifications in Health Management, Project Management, Leadership, Quality Improvement or related discipline.
- Experience within Victorian public health services.
- Experience implementing virtual care models.
- Experience with clinical governance, quality improvement and redesign methodologies.
- Knowledge of EMR, PAS/IPM and specialist clinic operational systems.
- Current Victorian Driver's Licence.

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