



Puntukurnu Aboriginal Medical Service
Job Description Form (JDF)

Position Title:	Continuous Quality Improvement and Health Systems Officer
Reporting To:	Chief Executive Officer
Award:	<i>Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification:	Administrative Grade 4
Hours:	1.0 FTE 75 Hours per Fortnight
Direct Reports:	Nil
Effective Date :	30 th June 2020
Review Date:	30 th June 2021

Position Overview

The Continuous Quality Improvement (CQI) and Health Systems Officer is accountable to the Chief Executive Officer and is responsible for facilitating the implementation of all aspects of CQI and health systems activity throughout Puntukurnu Aboriginal Medical Service (PAMS). The incumbent will work collaboratively with management and staff to strengthen PAMS CQI and health systems capacity with the intent to support improved service delivery and ultimately health outcomes for our clients.

Position Responsibilities

Continuous Quality Improvement (CQI)

1. Provide organisational leadership around the application of CQI processes to all aspects of health service delivery.
2. Provide support to the CEO or delegate to engage with the PAMS Board of Directors and Aboriginal community members to ensure community understanding of and involvement in CQI.
3. Support the Management Team and staff to identify opportunities for CQI activities.
4. Support the Management Team and staff to develop and implement CQI activity plans including working in collaboration with the Corporate, Quality and Compliance Officer for organisational level activities.
5. Analyse or provide assistance in data analysis and interpretation for population health monitoring, CQI activities or other organisational activities as requested.

Health Information System Management

1. Function as the Systems Administrator for PAMS electronic Patient Information Management system, Communicare.
2. Provide role specific Communicare training to all new employees.
3. Provide on-going support, education and upskilling to all staff around use of Communicare.
4. Conduct regular systems audits to ensure user compliance with Communicare use rules.
5. Undertake system data cleansing as required.
6. Develop clinical item templates to support contemporary healthcare practice as requested by the PAMS Clinical Governance Committee or Management Team.
7. Convene and chair the PAMS Communicare Working Group to ensure appropriate consultation and input around use and development of the Communicare Patient Information Management system.
8. Maintain and update the PAMS Communicare User handbooks and guides.
9. Maintain non-centralised clinical items within Communicare to ensure they remain up to date with broader system developments and ICPC coding changes.
10. Provide assistance to and education to the management and relevant staff around data extraction for reporting and management purposes.
11. Provide system data extracts as required for PAMS Board, Clinical Governance Committee or other meetings or processes as requested by the PAMS CEO and Management Team.
12. Maintain the PAMS Data Dictionary.

Clinical Governance

1. Provide high level support and guidance to the PAMS CEO and Management Team around clinical governance frameworks and processes.
2. Continue the development and implementation of the organisation's Clinical Governance framework and processes.
3. Be an active participant of the PAMS Clinical Governance Committee and provide regular reports to the Committee regarding CQI activity and organisational performance data analysis.

Research Governance

1. Working closely with the PAMS Board and the Clinical Governance Committee to identify priorities for research related activities within the organisation.
2. Act as the organisation's central contact for all research related enquiries.
3. Ensure that PAMS Research governance processes are adhered to.

4. Ensure that all research (internal and external) is managed according to relevant Australian Governments National Health and Medical Research Councils guidelines and frameworks, including the *Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and Communities: Guidelines for researchers and stakeholders 2018* (https://www.nhmrc.gov.au/sites/default/files/documents/Indigenous%20guidelines/nhmrc-guidelines-framework_0.pdf)
5. Maintain the PAMS Research Register.
6. Liaise with all Chief Investigators regarding the progress and outcomes of research projects that PAMS has participated in.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

General Responsibilities

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
4. Attend and participate in professional development activities including workshops and training as required.
5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.
8. Participate and comply with all Work Health & Safety responsibilities as per the *Occupational Safety and Health Act 1984 (WA)*.
9. Identify and assist to reduce Work Health & Safety hazards and risks.
10. Follow the reasonable direction of Work Health & Safety representatives.

SELECTION CRITERIA

ESSENTIAL:

- Undergraduate or relevant post-graduate qualification in a health sciences field or health informatics (Nursing, Health Promotion, Allied Health, Health Informatics, Public Health) or other relevant health qualification i.e. Aboriginal Health Worker / Practitioner.
- Minimum of three years' experience in a Primary Health Care setting.

- High level computer literacy and IT skills.
- Experience with electronic health information systems (i.e Communicare, MMEX, Best Practice).
- Demonstrated experience in health data analysis.
- Demonstrated experience the application of continuous quality improvement processes.
- Ability to communicate complex ideas effectively to a range of audiences.
- Program management and reporting experience.

DESIRABLE:

- The person identifies as Aboriginal and or Torres Strait Islander and is acknowledged as such by their community.
- Past experience as a Communicare Administrator.
- Understanding of Clinical and Research Governance frameworks and processes.
- Understanding of RACGP Standards 5th edition.
- Awareness and understanding of the National Safety and Quality in Health Service Standards 2nd edition and other relevant industry standards.

APPOINTMENT FACTORS

Location: Based in Newman.	Accommodation: Nil
Allowances/Conditions: <ul style="list-style-type: none"> • Employment is conditional pending the outcome of the Federal Police Clearance, and where required comply with legislative checks • Unencumbered 'C' class Manual Driver's Licence 	Specialised Equipment Operated: Ability and willingness to drive 4WD vehicles

ACKNOWLEDGEMENT

As occupant of the position I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date