

Position number:

Position: *Quality and Risk Lead*

Visa sponsorship is NOT available for this role

EBA: Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024

Classification: ZJ4

Full Time Weekly Salary: \$2,185.50

Superannuation: *Employer Contribution 11%*

Working hours: *64 hours/fortnight*

Basis of employment: *Ongoing*

Location: *Western District Health Services (all sites) and Casterton Memorial Hospital*

Team: **Quality and Risk**

Line manager: Aisling Cunningham

Contact for enquiries: Aisling Cunningham, quality.manager@wdhs.net 03 55518207

Please do not send your application to this contact

How to apply: Online applications. Go to <https://wdhs.net/v2/home/careers/> then find the position by title or number and apply

ABOUT US

At Western District Health Service (WDHS) we pride ourselves on our strong teamwork and our shared commitment to providing person-centred high-quality healthcare to the Southern Grampians community. We encourage and celebrate diversity, inclusion and accessibility for our staff and visitors to our services and we are dedicated to living our values of: Integrity, Innovation, Collaboration, Accountability, Respect and Empathy.

With a population of approximately 10,000 and a catchment of 16,500, Hamilton is the regional centre of Victoria's Southern Grampians region and WDHS is the largest employer in the region. WDHS provides a comprehensive range of acute inpatient services, residential aged care and primary and community health services. To find our more information about WDHS you can visit <https://wdhs.net/v2/about-us/>.

The Greater Hamilton region is rich with lifestyle opportunities and facilities. Working for WDHS will enable you to pursue your profession, build your career and enjoy a great work/life balance. With the Grampians National Park and stunning beaches on your doorstep in Warrnambool, Port Fairy and Portland and wineries dotted in-between, a better lifestyle is waiting for you! To find our more information about the Greater Hamilton region you can visit <https://wdhs.net/v2/home/careers/community-information/>

Be Yourself - We value the unique backgrounds, experiences and contributions that our staff and visitors bring to our service. First Nations people, those identifying as LGBTQIA+, people of all ages, with disabilities and culturally and linguistically diverse people are encouraged to apply.

About the Role:

The Quality and Risk team are looking for a dynamic, enthusiastic person to join their team in the role of Quality and Risk Lead. This role will support and help drive the WDHS commitment to best providing high quality and safe care to our consumers. The right person will have excellent communication skills and will work well within a team environment. Ongoing training and support will be provided for the right applicant.

Leadership and Management:

- Provides leadership and support in the implementation and documentation of continuous improvement opportunities.

- Participate in the business and strategic planning processes, to ensure quality and risk management strategies are adequately incorporated.
- Attends committee meetings where appropriate and liaises between departments.

Quality and Risk Management:

- Assists with the preparation for accreditation against accreditation Standards.
- Assists in the organisation's self-assessments and co-ordination of site surveys.
- Provides education and assistance with change management for staff in the requirements of accreditation standard.
- Assists with monitoring the recommendations from external reviews to ensure action taken and progress on recommendations are identified for the Governance Committees.
- Assist and support the Nurse Unit Managers to respond to mandatory reporting requirements and identify any actions required for improvement.
- Assists with the management and monitoring the aged care audit schedule.
- Assist with the communication of changes to policy, procedures and work instructions as required.
- Assist with the monitoring, analysis and feedback to staff regarding consumer incident reports and strategies identified to mitigate risk to consumers.
- Assist in education programs throughout all services relating to Risk Management, Quality Management, Continuous Improvement and the use of tools and reporting formats.
- Act as a resource and mentor and support to all staff undertaking quality and continuous improvement activities.

Information Management:

- Provide support for data collection techniques and data analysis reports.
- Assists with ensuring relevant data requirements are met for external stakeholders including the Department of Health National Aged Care Mandatory Quality Indicator Program.
- Assist staff in developing and analysing indicators for evaluating consumer care and services.
- Share information relating to quality activities and reports.
- Assist with the development and implementation of policy and procedures to meet regulatory requirements.

Consumer Engagement:

- Promote consumer involvement in all relevant activities throughout the service.
- Provide support to staff with regard to consumer consultation and feedback surveys.
- Monitor and promote compliance with consumer participation, cultural responsiveness, choice and decision making and cultural awareness.
- Promote and support open disclosure relevant to all clinical incidents.

Other:

- Maintains personal professional development to keep awareness of best practice guidance and regulatory requirements.
- To undertake other duties as required.
- Demonstrated communication skills orally and report writing.
- Knowledge of data collection methods and analysis.
- Strong computer literacy.

About You:

Minimum Qualifications:

Academic: Registered Nurse

At least 5 years' experience working within the Acute or Aged Care Sector

Selection Criteria:

ESSENTIAL

- Commitment to the WDHS Values of Integrity, Innovation, Collaboration, Accountability, Respect and Empathy and ability to exhibit behaviour which reflects our values.
- Demonstrated understanding of the importance of teamwork in a health service environment, including the ability to work collaboratively and cohesively with colleagues, supervisors, and other stakeholders.

Benefits of Working with Us:

Staff benefits

- Internal training and development opportunities to support professional and personal growth.
- Enterprise Bargaining Agreement based remuneration.
Generous salary packaging on pre-tax income on mortgage/rent and other living expenses (up to \$9,010) and entertainment and meals (up to \$2,600) and novated vehicle leasing.
- Free on-site car parking
- Social club membership offering a range of events, functions and local community discounts.
- A culture which supports staff health and wellbeing including:
 - Green Bean Café on site at the Hamilton hospital
 - Discounted leisure memberships
 - Gym membership at corporate rates
- Access to Employee Assistance Program (EAP)

Other Requirements:

- Current police check is required for this role
- Current driver's licence is required for this role

Occupational Health and Safety Responsibilities

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries "near misses", safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

INHERENT PHYSICAL REQUIREMENTS:

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u>	<u>2. Maintenance / Hotel Services Staff Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles

Note to all employees

- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- 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.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Divisional Head:			
Department Head:			
Employee:			

Position code: <i>People and Culture use only</i>	
Date revised: <i>People and Culture use only</i>	