|  |  |
| --- | --- |
|  | |
| **Position Title** | Clinical Governance Coordinator |
| **Position Number** |  |
| **Department** | Development and Improvement |
| **Classification** | Dependant on Qualification |
| **Agreement** | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028 |
| **Reports to:** | Manager of Development and Improvement |

|  |  |
| --- | --- |
| **POSITION DESCRIPTION** |  |

**Position Purpose:**

The Clinical Governance Coordinator role supports and promotes high quality clinical care in accordance with standards, guidelines, legislation and policy. This work aims to enhance the quality and safety for all consumers at EGHS. This position will have focus on acute care.

**Department / Unit Specific Overview**

The Development and Improvement Department supports East Grampians Health Service by delivering, implementing and monitoring systems and processes that provide the framework for good clinical governance reflecting Government and community expectations.

**Our Values**

|  |  |  |
| --- | --- | --- |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, residents and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20(2023-27).pdf).

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](https://vpsc.vic.gov.au/wp-content/uploads/2015/03/VPSC_Code_VPSE_WEB.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](https://app.prompt.org.au/download/212511?code=5d442723-b08d-4b82-89fd-8af3921b55d0)

[Hand Hygiene - SOPP 70.18](https://app.prompt.org.au/download/212553?code=a486529d-4f8b-4c5d-87e9-0677d33410ac)

[Occupational Health and Safety - SOPP 72.09](https://app.prompt.org.au/download/212266?code=30bd9101-9aed-4e89-b831-6fa3f5259387)

[Person Centred Care - SOPP 60.20](https://app.prompt.org.au/download/212400?code=b1b12d5e-e692-4050-97d2-43a017eae1ae)

[Safety - SOPP 72.13](https://app.prompt.org.au/download/212267?code=c44edf2f-251e-4e14-b4ca-768f1953d544)

[Performance Development - SOPP 35.27](https://app.prompt.org.au/download/212614?code=fb4b7ac9-47f4-4a51-9f1d-532615eed103)

[Risk Management - SOPP 74.01](https://app.prompt.org.au/download/212447?code=f566d6fd-4a43-41b3-9411-3994e7bb929e)

[Child Safe – SOPP 57.24](https://app.prompt.org.au/download/212379?code=371643ca-b971-4108-ad32-9be038f25930)

* Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs

**Responsibilities and Major Activities**

* Support the Development and Improvement team to embed the Victorian Clinical Governance Policy Framework and other frameworks as required
* Support relevant managers and staff to draft, evaluate and review policy and procedures within program guidelines and frameworks
* Report changes in legislation, standards and certification requirements to relevant managers and staff and where identified, raise issues of non-compliance
* Participate in activities that support the organisation to achieve and maintain the standards of the relevant accrediting body
* Promote the EGHS audit schedule, analyse the results (where applicable) and provide feedback to appropriate staff
* Review and update current best practice guidelines
* Actively participate in the delegated EGHS committees
* Identify opportunities in EGHS for quality improvement
* Access and understand information from varying sources including; Riskman, patient experience surveys, quality and safety lead indicators.
* Support the identification and management of clinical risk
* Provide expert recommendations regarding the planning, delivery and evaluation of clinical care with the of focus building robust systems and processes
* Other duties as required by the organisation.

**Key Performance Indicators**

* Provision of timely and accurate reports to senior management
* Completion and documentation of quality improvement activity across EGHS
* Timely review of clinical incidents

Key Selection Criteria

**Essential Criteria:**

* A qualification in a clinical or health related discipline
* Experience or skills in quality improvement
* Experience with health service accreditation
* Ability to engage staff across a variety of clinical settings
* Demonstrated strong written and verbal communication, co-ordination and organisational skills
* Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team
* Commitment to flexibility and innovation in practice including an evidence based approach to care
* Demonstrated ability to write, evaluate and review policy and procedures within program guidelines and frameworks

**Must comply to having or completion of:**

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Immunisation requirements (annually).

**Desirable**

* Management or Leadership training/qualification or the willingness to work towards same.
* Demonstrated ability to coordinate and chair meetings.
* Current drivers licence.

**Acknowledgement**

|  |  |
| --- | --- |
| Employee Name | |
| Employee Signature | Date |
|  |  |
| Manager Name |  |
| Manager Signature | Date |
|  |  |
| Developed Date (MM,YY) | 23 March 2022 |
| Developed By Name | Manager, Development and Improvement |
| Developed by Title |  |