



HSS Registered

Working with Children Check (WWCC) Required

**Coordinator**  
**Health Salaried Officers Agreement; HSO Level G8**  
**Position Number: 00014396**  
**Newborn Hearing Screening Program**  
**Perth Children’s Hospital / QEII Nedlands**

**Reporting Relationships**

Executive Director Health Service Management  
Child and Adolescent Health Service (CAHS)  
Position Number: 00013958



Director of Allied Health Services  
HSO Level G11  
Position No: 00012351



**This Position**



Reporting to this position:

Title	Classification	FTE
• Senior Audiologist	HSO Level P2	0.5
• Data Entry Clerk	HSO Level G1/2	1.0

- Also reporting to this supervisor:
- HOD Nutrition and Dietetics
  - HOD Occupational Therapy
  - HOD Physiotherapy
  - HOD Social Work
  - HOD Speech Pathology
  - Manager Child Protection
  - Manager Orthotics
  - Kkind Coordinator

**Key Responsibilities**  
 Coordination of the state-wide Newborn Hearing Screening Program centred at Perth Children’s Hospital.

## Brief Summary of Duties

### 1. Clinical Services and Management

- Coordinates the state-wide Newborn Hearing Screening (NBHS) program for all infants born across Western Australia (including referrals for infants who require additional follow-up).
- Organises staffing and resources for the NBHS program and facilitates team cohesion.
- Responsible for the recruitment and orientation of NBHS program staff.
- Responsible for line management and supervision of NBHS staff.
- Monitors and manages NBHS program performance and reports on performance against agreed indicators to internal and external stakeholders.
- Participates in relevant state and national committees.
- Contributes to quality improvement activities and program within the PCH Allied Health Department.
- Contributes to customer focus in clinical activities and ensures that consumer opinion is solicited and heard.

### 2. Clinical Care

- In conjunction with other team members, plans, provides and oversees state-of-the-art screening and care pathways for newborn hearing, including referral management and high risk/complex case management.
- In conjunction with other team members, ensures relevant state-wide clinical guidelines, policies and procedures are current and evidence-based.
- Liaises with staff and other service providers to improve access to, and uptake of, hearing screening services for newborn babies.
- Provides state-wide specialist consultation with colleagues working in other settings, including the other Health Service Providers and non-government agencies responsible for conducting newborn hearing screening.

### 3. Research, Education and Training

- Coordinates and participates in the delivery of teaching at a state-wide level.
- Co-ordinates the NBHS team meeting timetable including clinical reviews, staff meetings and professional development opportunities.
- Contributes to policy formation within CAHS and at a wider level, in matters related to newborn hearing screening.
- Facilitates information systems and data analysis reviews.
- Summarises NBHS outcome data for internal and external stakeholder reviews and presents on the same as required.

### 4. Other

- Promotes awareness of and ensure compliance with:
  - Clinical and/or corporate governance requirements; and
  - Legislative and other regulatory requirements relating to equity and diversity, disability services and occupational safety and health.

## **5. CAHS Governance, Safety and Quality Requirements**

- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process and undertakes ongoing performance development review with employees under their supervision.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

## **6. Undertakes other duties as required.**

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated experience and skills in managing or coordinating clinical service provision.
2. Demonstrated skills, ability and considerable knowledge, in newborn hearing screening.
3. Demonstrated ability to provide leadership and effective staff supervision with a multidisciplinary team.
4. Highly effective written and interpersonal communication skills and proven ability to communicate effectively with colleagues working in a variety of government and non-government settings.
5. Ability to analyse service delivery systems and to implement continuous quality improvement strategies.
6. Demonstrated effective time management and organisational skills.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Tertiary qualifications in a relevant health professional discipline (and where applicable to be registered by the relevant national registration authority).
2. Sound research evaluation skills.
3. Experience in information/data collection systems and use of a range of computer applications.
4. Experience in human resources and financial management.

### Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

## Certification

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

..... <b>Manager / Supervisor Name</b>	..... <b>Signature or</b>	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Directorate/ Dept. Head</b>	..... <b>Signature or</b>	..... <b>HE Number</b>	..... <b>Date</b>

..... <b>Occupant Name</b>	..... <b>Signature or</b>	..... <b>HE Number</b>	..... <b>Date</b>
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**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

**HSS Registration Details (to be completed by HSS)**

<b>Created on</b> November 2018	<b>Last Updated on</b> 11/01/2019
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