



North Metropolitan Health Service
Job Description Form

HSS Registered December 2016

Patient Safety Officer
Clinical Practice Improvement
Health Salaried Officers Agreement: HSO Level G6
Position Number: 707874
Safety and Quality / Management Services
Osborne Park Hospital

Reporting Relationships

Nurse Co Director
 Award Level: SRN Level 10
 Position Number: 700549



Safety and Quality Co-ordinator
 Award Level: HSO Level G8
 Position Number: 707700



This Position



Also reporting to this supervisor:

- Risk Management Co-ordinator
- Administrative Assistant

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	Nil
Nil			

Prime Function / Key Responsibilities

Plan, develop, coordinate and evaluate priority clinical practices for Osborne Park Hospital (OPH) in support of effective clinical governance for patient safety and best practice clinical standards.

Brief Summary of Duties

1. Clinical Practice Improvement

- 1.1 Plans, develops, coordinates and evaluates priority clinical practices and initiatives in consultation with multi-disciplinary staff.
- 1.2 Develops implements and maintains consultation processes to support sustained best clinical practice.
- 1.3 Maintains networks to ensure the provision of expert clinical practice advice and resources.
- 1.4 Supports the development, implementation and maintenance of up-to-date clinical practice policy and guidelines.
- 1.5 Facilitates changes to clinical practice policy, procedure.
- 1.6 Develops and maintains clinical governance structures for effective clinical practice.
- 1.7 Supports the achievement of accreditation standards related to clinical practice.
- 1.8 Undertakes clinical practice improvement initiatives (quality improvement projects) and other special projects as required.
- 1.9 Represents OPH on local committee, area and state-wide working groups related to improving clinical practice.
- 1.10 Plans clinical practice improvement strategies in accordance with hospital accreditation requirements and best practice standards.
- 1.11 Designs and implements audits and surveys.
- 1.12 Analyses and interprets clinical data and information.
- 1.13 Produce regular updates of progress against timelines and objectives.
- 1.14 Develops implements and evaluates educational strategies to promote sustained, successful practice improvement.
- 1.15 Monitors and analyses clinical practice performance to identify improvements required.
- 1.16 Prepares reports on clinical practice performance.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in an annual performance development review.
- 2.2 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.3 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.4 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.5 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated knowledge of and experience in health service delivery.
2. Demonstrated experience in quality improvement and hospital accreditation standards.
3. Demonstrated experience in statistical analysis, interpretation and reporting.
4. Developed analytical, conceptual and problem solving skills.
5. Demonstrated experience with multi-disciplinary teamwork.
6. Demonstrated well-developed written and verbal communication, including consultation, facilitation, negotiation, change management and presentation skills that include the use of software programs.

Desirable Selection Criteria

1. Tertiary qualifications in a healthcare related discipline.
2. Knowledge and understanding of Clinical Governance and its application to the workplace.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- 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.

Manager/Supervisor

Name: Sandy Sadler
Signature/HE:40089
Date:10 November 2016

Dept./Division Head

Name: Marie Slater
Signature/HE:75474
Date:10 November 2016

Position Occupant

Name:
Signature:
Date: