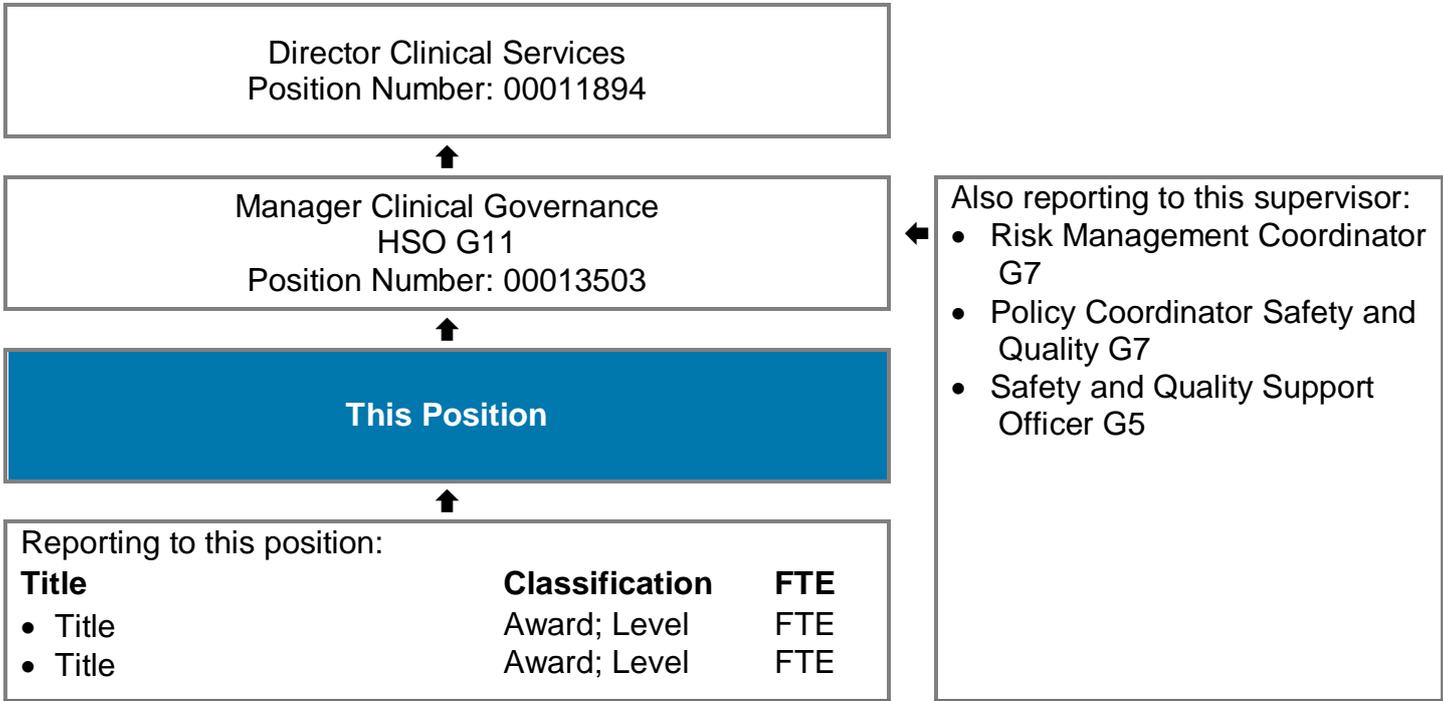




**HSS REGISTERED**

**Policy Coordinator**  
**Health Salaried Officers Agreement; Level G-7**  
**Position Number: 00013506**  
**Clinical Governance Unit**  
**Perth Children’s Hospital / QEII Nedlands**

**Reporting Relationships**



**Key Responsibilities**

Responsible for the establishment and implementation of a system for the ongoing management of PCH Clinical Practice Policies, Standards and Guidelines. Provides leadership and coordination ensuring policies, procedures and guidelines meet external accreditation standards, best practise and legislative compliance requirements. Coordinates PCH policy development activities and dissemination.

## Brief Summary of Duties

### 1. Policy and Research

- Researches, identifies and prioritises the need for and the development of new organisational policies and the review of existing policies.
- Ensures that PCH policies comply with relevant National and State legislation, Government policies, Australian Standards and professional standards of practice.
- Liaises with Child and Adolescent Health Service (CAHS) Policy Coordinator and other relevant stakeholders in relation to policies, their development and related research.
- Develops and manages organisational relationships and interfaces with relevant industry organisations to support policy research, information gathering and resolution of policy issues.
- Monitors the evaluation of policy effectiveness, relevance and user compliance. Prepares reports and proposes strategies for improvement of policies and the policy framework.
- Ensures all stakeholders have access to current, new and revised policies.
- Manages, reviews and evaluates the systems for developing and maintaining governance policies.
- Identifies and reports risks associated with the PCH policy system.

### 2. Policy Compliance

- Identifies and reports risks associated with PCH Policy compliance processes.
- Reports Policy compliance requirements and outcomes to the PCH Clinical Practice Standards/policy committee.

### 3. Education

- Initiates, develops and presents staff education programs to provide and promote policy understanding, access and compliance.
- Maintains a current knowledge of contemporary policy including changes and trends within the State and within Australia.

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

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes 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.
- 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.

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

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated extensive experience in designing, implementing, maintaining and evaluating policy systems in large organisations and proven policy development skills.
2. Knowledge of the principles of quality improvement and National Standards, and their practical application in relation to policies and legislative compliance.
3. Knowledge of, and experience in, managing and monitoring legislative compliance in a health care environment.
4. Highly developed conceptual, analytical and problem solving skills.
5. Excellent interpersonal, verbal and written communication skills with strengths in relationship building, consultation and negotiation with stakeholders.
6. Demonstrated computing skills and experience in use of Microsoft Office suite of products and relevant databases.

### Desirable Selection Criteria

1. Tertiary qualification in a health related discipline.
2. Experience in researching legislation and Governance policy and implementing actions to achieve organisational compliance.
3. Relevant experience in the health industry.
4. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health as they relate to employment and service delivery.

### Appointment Pre-requisites

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.**

<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>

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

<b>Occupant Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
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**HSS Registration Details (to be completed by HSS)**

<b>Created on</b>	Insert date	<b>Last Updated on</b>	01/12/2016 he119831
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