



North Metropolitan Health Service
Job Description Form

HSS Registered

Manager Safety, Quality and Clinical Governance
Health Salaried Officers Agreement: Level G10
Position Number: 008103
Safety, Quality and Governance
North Metropolitan Health Service

Reporting Relationships

Chief Executive, NMHS
 Senior Executive Service
 Position Number: 000001



Executive Director, Safety, Quality & Governance
 Senior Executive Service
 Position Number: 007999



This Position



← Also reporting to this supervisor:

- Director Medico-Legal Services (Position No: 001897)
- Manager, Corporate Governance, Policy & Culture (proposed new position creation)
- Manager Audit, Risk & Compliance (proposed new position creation)

Directly reporting to this position:		
Title	Classification	FTE
NMHS Policy & Project Officer (007312)	HSO Level G8	0.5
Coordinator NMHS Corp, Safety, Quality & Performance (005839)	HSO Level G6	1.0
Analyst Clinical Incident Management System (006157)	HSO Level G5	1.0

Other positions under control

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Prime Function / Key Responsibilities

Manages NMHS clinical governance systems and processes. Leads the patient safety, clinical quality and continuous improvement activities. Responsible for planning and directing audit/reviews of NMHS clinical activities/systems to enhance the effectiveness and efficiency of service delivery.

Brief Summary of Duties

1. Clinical Governance Infrastructure

- 1.1 Oversees the development, monitoring and evaluation of clinical governance systems, processes and performance measures to ensure good clinical governance (e.g. policy, accountability structures, patient safety, clinical quality, risk management, legislative, regulatory compliance, records management, business continuity etc.).
- 1.2 Identify areas for improvement and prepare recommendations for consideration by the Executive Director Safety, Quality and Governance (EDSQ&G).
- 1.3 Provide general clinical governance advice to the EDSQ&G, Executive Directors and NMHS Executive Group.
- 1.4 Develops, implements and updates the NMHS Clinical Risk Management Plan.
- 1.5 Manages the NMHS clinical governance reporting processes. Leads the processes that ensure procedures for clinical incident reporting, mortality and coronial review and risk management are integrated into organisational structures and actions in accordance with DOH/NMHS/Hospital policies.
- 1.6 Manages the NMHS legislative compliance system in relation to patient safety and quality.
- 1.7 Develop and maintain structures and processes that enable the effective assessment, monitoring and review of clinical services, and which minimise risk and emphasise the delivery of safe high-quality, consumed-focused care.
- 1.8 Responsible for planning and coordinating NMHS clinical governance and audits.
- 1.9 Liaise and work with the Patient Safety Surveillance Unit, Department of Health, Quality Improvement and Change Management Unit and other authorities/bodies to assist NMHS achieve its objectives for Safety, Quality and Governance.
- 1.10 Monitors developments with regard to current local, national and international good clinical governance practices.

2. Safety, Quality and Continuous Improvement

- 2.1 Leads the NMHS safety and quality improvement programs.
- 2.2 Develops, implements and updates the NMHS Safety and Quality Plan.

3. Performance Evaluation

- 3.1 In accordance with the performance evaluation framework, manages plans and directs audit/reviews of NMHS activities/systems to enhance the effectiveness and efficiency of clinical service delivery
- 3.2 Responsible for generation and dissemination of system reports that assist in performance evaluation of clinical services.
- 3.3 Coordinates action plans in regard to recommended performance improvement activities

4. Other

- 4.1 Arranges and oversee general staff education in the area clinical governance and performance monitoring.
- 4.2 Conducts all activities in accordance with applicable legislation including the Public Sector Management Act, OS&H and EEO legislation, and all Health Service policies, procedures and guidelines.
- 4.3 Undertakes other duties as directed.

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.

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- 5.3 Completes mandatory training as relevant to role.
- 5.4 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.5 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

Work Related Requirements

Essential Selection Criteria

1. Excellent interpersonal, facilitation, verbal and written communication skills.
2. Demonstrated high level understanding and considerable experience in clinical governance system management (i.e. risk, patient safety and quality systems, accountability structures).
3. Sound knowledge of external assessment and accreditation processes.
4. Experience in the management and leadership of staff.
5. Well-developed planning and coordinating skills.
6. Knowledge of modern clinical service review, audit and evaluation techniques and principles.
7. Current knowledge of legislative obligations for equal opportunity, disability services and occupational health and safety, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Tertiary qualification in relevant discipline.
2. Knowledge and understanding of health service in general.
3. Knowledge of contemporary issues and reform agendas facing the Health Services in WA.

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:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: