



HSS Registered

Risk Manager
Health Salaried Officers Agreement: Level G8
Position Number: 603205
Clinical Safety and Quality Unit
Royal Perth Bentley Group / East Metropolitan Health Service

Reporting Relationships

Director of Clinical Services
MP Year 1-9
Position Number: 104971



Manager Clinical Safety & Quality Unit
Award Level: HSO G10
Position Number: 601624



This Position



Directly reporting to this position:

Title	Classification	FTE
• Risk Support Officer - Clinical	HSO G6	1.0FTE
• Risk Support Officer - Corporate	HSO G6	1.0FTE

Also reporting to this supervisor:

- Quality Improvement Coordinator, HSO G8, 2.00 FTE
- Quality Improvement Support Officer, HSO G7, 1.00 FTE
- Administrative Assistant HSO G3, 1.6 FTE

Key Responsibilities
 Coordinates and manages the clinical and corporate risk management programs and associated monitoring and reporting in accordance with National Standards, East Metropolitan Health Service (EMHS) and WA Health requirements. Responsible for risk related policy development and implementation, staff support and risk related education across Royal Perth Bentley Group (RPBG) sites.

Brief Summary of Duties (in order of importance)

1. Risk Management Program

- 1.1 Embeds the RPBG risk management system across the organisation.
- 1.2 Ensures the risk management program is managed in accordance with RPBG Governance, Safety & Quality and EQulP National Program requirements.
- 1.3 Monitors, reviews and reports on risk management performance at RPBG to relevant governance committees, the Hospital Executive Committee, EMHS Area Executive Group, WA Health and other relevant Stakeholders.
- 1.4 Coordinates the updating and maintenance of the RPBG Risk Registers for the organisation.
- 1.5 Identifies service and system wide risks ensuring they are recorded and escalated to the appropriate level of governance.
- 1.6 Provides expert advice on risk management and works with clinical and corporate directors and heads of departments to ensure risks are identified, risk rated and prioritised and that effective mitigation strategies are implemented and evaluated.
- 1.7 Manages the Risk Management Work Stream including the human, financial and material resources allocated.
- 1.8 Monitors developments with regard to current local, national and international risk management initiatives and programs.
- 1.9 Represents RPBG on EMHS and state-wide risk management committees and networks as required.
- 1.10 Promotes the organisations' philosophy of continuous service improvement supporting a culture of safety and quality.

2. Clinical Incident Management

- 2.1 Oversees the organisations' clinical incident management system and processes in accordance with Department of Health policy requirements.
- 2.2 Administrates the Datix CIMS & Datix CFM systems and is responsible for information management and data integrity.
- 2.3 Engages with and promotes staff and consumer awareness of the organisations' clinical incident management program.
- 2.4 Oversees the notification and investigation of serious adverse events.
- 2.5 Ensures lessons learned from clinical incidents are disseminated to staff throughout the organisation.

3. Education and Development

- 3.1 Provides education and training, including the development, delivery and evaluation of training packages to RPBG staff in relation to clinical and corporate risk management principles and methodologies in line with the EMHS Risk Management Framework and Education plans and tools.
- 3.2 Promotes staff awareness of the RPBG risk management program.
- 3.3 Manages RPBG and Department of Health program initiatives related to risk and clinical incident management.

4. Communication

- 4.1 Ensures open and collaborative communication with relevant key stakeholders.
- 4.2 Promotes engagement and a culture which fosters innovation and excellence.

5. EMHS 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.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Extensive experience and knowledge of contemporary risk management principles and methodologies and their application in a healthcare setting.
2. Demonstrated exceptional interpersonal, verbal and written communication skills with strengths in negotiation, relationship building, report writing and presentation skills.
3. Demonstrated conceptual, analytical, and problem solving skills and experience in relation to clinical and corporate risk management.
4. Experience in clinical incident management, including Root Cause Analysis (RCA) methodologies.
5. Demonstrated leadership skills and experience including change management and continuous quality improvement practices.
6. 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 health related discipline.
2. Relevant experience in a large hospital setting or healthcare environment.

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.

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Manager / Supervisor Name

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Signature or

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HE Number

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Date

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Dept. / Division Head Name

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Signature or

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HE Number

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Date

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

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Occupant Name

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Signature or

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HE Number

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Date

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Effective Date

HSS Registration Details (to be completed by HSS)

Created on June 2018

Last Updated on October 16, 2018