



HSS Registered

Coordinator Safety & Quality
Health Salaried Officers Agreement: Level G8
Position Number: 603252
Bentley Mental Health Service
Royal Perth Bentley Group

Reporting Relationships

Executive Director
Position Number:104822



Service 3 Medical Co-Director Award Level: MP1-9 Position No. 602507	Service 3 Co-Director of Corporate and Nursing Services Award Level: TBA Position No. TBA
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This Position



Directly reporting to this position:

Title	Classification	FTE
• MH Community Development Officer	HSO G7	1.0FTE
• MH Safety & Quality Project Officer	HSO G6	1.0FTE
• MH Clinical Systems Clerk	HSO G2	1.0FTE

- Also reporting to this supervisor:
- MH Coordinator of Nursing, SRN7, 1.0FTE
 - MH Operations Manager, G10, 1.0FTE
 - Program Manager BHS MH, G10, 1.0FTE
 - Program Manager RPH MH, G10, 1.0FTE
 - Program Manager Midland MH, G10, 1.0FTE
 - MH Clinical Systems Coordinator, G4, 1.0FTE

Key Responsibilities

Provides the RPBG MH services corporate and clinical governance leadership. Coordinates, develops, implements and maintains effective safety, quality, risk and performance systems. Leads and facilitates the organisation to achieve health service accreditation system standards and ensures that the requirements of other MH licensing systems are met. Manages the mental health clinical governance team. Supports the development of safe, evidence based clinical practice improvement and assists with strategic planning processes for the mental health services.

Brief Summary of Duties (in order of importance)

1. Leadership and Management

- 1.1 Provides corporate and clinical governance leadership including the coordination, development, implementation and maintenance of effective safety, quality, risk and performance systems.
- 1.2 Manages the Mental Health clinical governance team.
- 1.3 Maintains excellence in interpersonal skills and use of leadership to guide appropriate governance in patient care and service delivery.
- 1.4 Identifies the needs, coordinates the development of education programmes and facilitates training for all Mental Health employees in corporate and clinical governance systems.
- 1.5 Maintains own education, provides support, advises and acts a resource on quality, accreditation issues and evidence based practice.

2. Corporate and Clinical Governance

- 2.1 Develops, coordinates, implements and evaluates quality improvement activities and clinical practice improvements activities.
- 2.2 Leads and facilitates the health service to achieve the National Mental Health Standards (NMHS), the National Safety and Quality Health Service (NSQHS) standards and ensure that the requirements of other MH licensing systems are met.
- 2.3 Coordinates and manages the Mental Health risk registers in collaboration with the RPBG Risk Manager.
- 2.4 Oversees the coordination of community development and consumer/carer participation in service development and planning.
- 2.5 Oversees the review or development of clinical and operational mental health policies, processes, procedures, guidelines, forms, checklists and manuals.
- 2.6 Facilitates Mental Health service audit processes to monitor compliance and adherence with relevant healthcare policy, regulations and legislation.
- 2.7 Coordinates and manages the Mental Health clinical incidents in collaboration with the RPBG Incident Manager.
- 2.8 Develops evaluation strategies and conducts review and assessments of quality, safety and risk project outcomes.

3. Project Management and Strategic Planning

- 3.1 Initiates, leads, coordinates and facilitate major health service projects aimed at improving clinical safety, quality and performance.
- 3.2 Provides the Mental Health executive with advice and guidance on strategic governance planning, ensuring that safety and quality plans are aligned with other clinical and corporate objectives.
- 3.3 Uses effective change management strategies to improve clinical practice and outcomes for the health service.

4. Performance Evaluation

- 4.1 Undertakes data analysis of all clinical activity, including preparation of reports for Operations Manager and the Executive members on variances / trends and issues associated with clinical performance standards.
- 4.2 Monitors performance against the quality, safety and risk project milestones and key performance indicators.
- 4.3 Monitors trends and developments and issues regarding quality, safety and risk initiatives.
- 4.4 Manages and coordinates reporting of key performance indicators.

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. Demonstrated experience and knowledge of corporate and clinical governance healthcare systems including the principles of quality improvement, clinical audit, risk management, accreditation systems, policy management and clinical incident management.
2. Demonstrated project management expertise, including the ability to manage plan and prioritise project activity with minimal direction, to meet deadlines.
3. Advanced interpersonal and communication (written and verbal) skills including report writing skills.
4. Demonstrated ability to work effectively in an interdisciplinary team.
5. Demonstrated ability to develop and effectively lead a high performance team.
6. Demonstrated sound analytical and problem solving skills, including the ability to develop innovative solutions to a range of issues.
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. Relevant experience in a health service organisation.
2. Knowledge/experience with mental health information systems and mental health service standards.
3. Tertiary qualifications in a relevant discipline.
4. Current "C" or "C.A." class drivers licence.

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.

Manager / Supervisor Name	Signature	or	HE Number	Date
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Dept. / Division Head Name	Signature	or	HE Number	Date
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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.

Occupant Name	Signature	or	HE Number	Date
Effective Date				

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	February 2019
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