



## Job Description Form

HSS REGISTERED

### COORDINATOR ACCREDITATION

Health Salaried Officers Agreement: G-7

Position Number: 00006240

Safety Quality and Performance

Women and Newborn Health Service

#### Reporting Relationships

Executive Director WNHS  
 Position Number: 00005575



Director Safety, Quality, Performance &  
 Organisational Culture  
 Position Number: 00013943



**This Position**



Also reporting to this supervisor:

- Performance Review and Audit Coordinator
- Risk Management Coordinator
- Manager Customer Service Unit
- Clinical Practice Improvement Coordinator
- Policy Coordinator

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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#### Prime Function / Key Responsibilities

Coordinates and advises the WNHS quality and continuous improvement activities including National Standards accreditation requirements. Develops and implements the WNHS Quality Action Plan and identifies and reports risks associated with its accreditation status. Ensures quality activities are initiated and undertaken across services in a timely and consistent manner and in line with strategic priorities.

## Brief Summary of Duties

### 1. Accreditation Evaluation and Improvement Program

- 1.1 Coordinate the ongoing management of the organisations ACHS accreditation and National Standards program, including the identification and reporting of risks associated with the organisation's accreditation status.
- 1.2 Maintain and implement the WNHS Quality Action Plan.
- 1.3 Support all relevant Clinical areas and Corporate Services initiate quality activities in a timely and consistent manner, and in line with the strategic direction of organisational quality and accreditation objectives.
- 1.4 Coordinate the ongoing management of the Clinical Indicator Program ensuring appropriate reporting of results to senior managers and the facilitation of improvements, as required.
- 1.5 Provide expert advice, assistance and training to staff and senior managers in relation to identification and development of Clinical Indicators.
- 1.6 Plan, prepare, promote and coordinate the accreditation cycle and National Standards surveys, liaising with staff across all disciplines as necessary.
- 1.7 Provide advice and support to the WNHS National Standards Steering Committee in accreditation matters.
- 1.8 Monitor developments with regard to current local, national and international quality improvement initiatives and programs.

### 2. Education and Training

- 2.1 Develop resources and deliver professional development to improve staff understanding of contemporary accreditation principles.
- 2.2 Provides expert advice, assistance and training, including the development, delivery and evaluation of suitable training packages to staff and senior managers in relation to quality improvement principles and methodologies.

### 3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 4. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Extensive experience in a complex health environment in quality coordination
2. Demonstrated understanding of accreditation processes pertaining to health care services.
3. Demonstrated conceptual, analytical, and problem solving skills.
4. Strong computer literacy skills including database skills.
5. Highly developed communication, consultation and presentation skills.
6. Demonstrated experience in implementing changes in a health care environment.
7. Demonstrated report writing skills.
8. Demonstrated ability to work autonomously and meet deadlines.

### Desirable Selection Criteria

1. Tertiary qualifications in a health related discipline.
2. Current knowledge and commitment to equal opportunity and disability services in all aspects of 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:  
Signature/HE:  
Date:

### Dept./Division Head

Name: Lani Miller  
Signature/HE: HE13114  
Date: 3/05/2019

### Position Occupant

Name:  
Signature/HE:  
Date: