



HSS REGISTERED

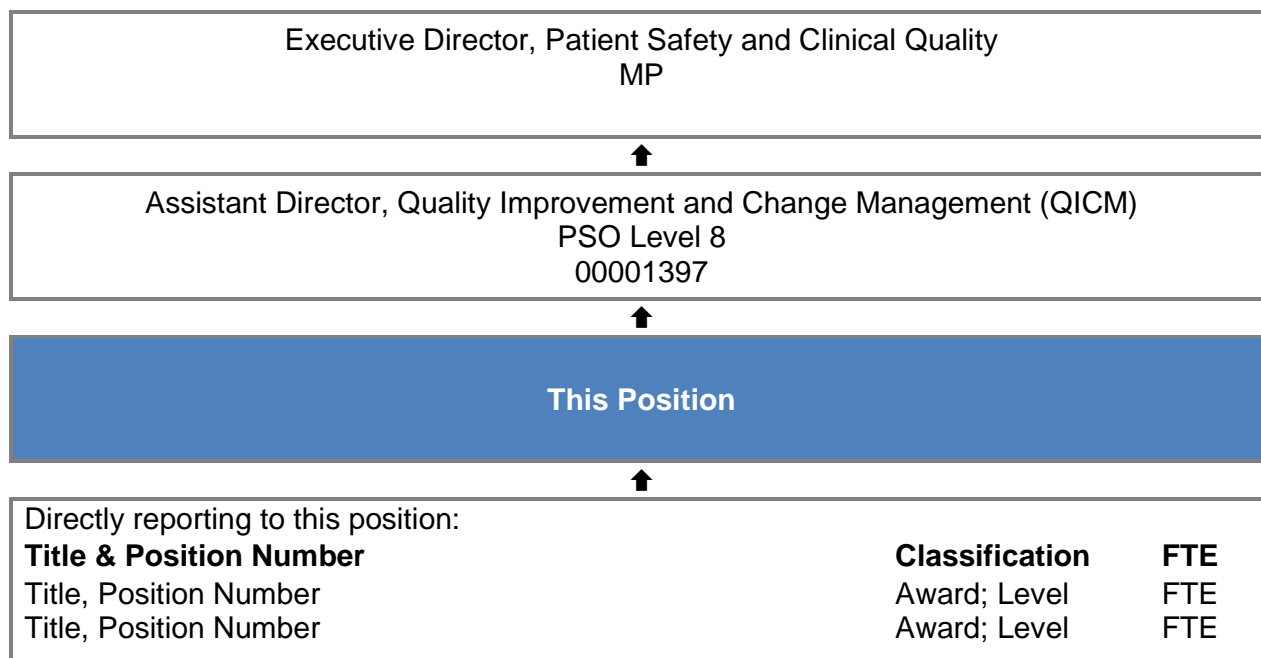
POSITION DETAILS

Position Title	Program Officer	Position Number	00001400
Classification	Level 5	Employment Status	Permanent
Award	Public Service and Government Officers General Agreement	Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Focus	The Department of Health oversees the delivery of high-quality health care to Western Australians. Our goal is to make sure that the health services we provide are available to those people who need them most, and serve to improve the health and wellbeing of those whose need is greatest.
Our Values	Care, Respect, Excellence, Integrity, Teamwork, Leadership
Our Measures of Success	Our mission is to improve, promote and protect the health of Western Australians by the following four Strategic Intent Pillars: <ol style="list-style-type: none"> 1. Caring for individuals and the community 2. Caring for those who need it most 3. Making best use of funds and resources 4. Supporting out team

Reporting Relationships



KEY RESPONSIBILITIES

The Programs Officer provides project management services and assists in undertaking research and developing clinical policy and programs to facilitate the implementation of clinical governance across the WA health system in consultation with the Department of Health and hospitals and health services. Identifies, develops and evaluates strategies within the health system to enhance the system wide establishment of clinical best practice in WA. The Program Officer provides advice about health data and its analysis and interpretation to departmental staff, health services providers and external agencies as appropriate.

BRIEF SUMMARY OF DUTIES

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

1. Assists with the development and implementation of safety and quality policies for health services across the WA health system.
2. Provides advice to departmental staff, health services providers and external agencies as appropriate in relation to the analysis and interpretation of health data.
- 3.
4. Coordinates and manages all aspects of safety and quality projects, from inception and the development of project plans and briefings, through to procurement and post implementation evaluation.
5. Provides expert advice and Executive Officer support to project committees, including the development of business cases, preparation of contract documentation, liaison with stakeholders and monitoring, evaluating and reporting on projects to ensure contractual obligations are met in accordance with project costings, timeliness, quality and scope.
6. Oversees the financial management of projects including the monitoring and evaluating project expenditure and preparation of financial reports in accordance with Government policy.
7. Undertakes policy research and analysis into quality and safety issues within the WA health system as required for the identification, development and evaluation of clinical governance and other safety and quality policies and programs in the WA health system.
8. Undertakes other priority research projects as directed by the Assistant Director, Quality Improvement and Change Management Unit and Executive Director Patient Safety and Clinical Quality Division.
9. Prepares reports for the Assistant Director, Quality Improvement and Change Management Unit, Executive Director Patient Safety and Clinical Quality Division and the Director General and relevant Committees on key policy issues.
10. Contributes to the development of State-wide clinical governance and other safety and quality policies and programs to enhance the safety and quality of health services in WA.
11. Assists with the planning, development, implementation and evaluation of education programs for stakeholder groups to facilitate the implementation of safety and quality policies across the WA health system.
12. Organises and facilitates seminars, conferences and workshops for stakeholders to support the development and implementation of State-wide Clinical Governance Policies and Programs.
13. Contributes to the strategic direction of the Quality Improvement and Change Management Unit and participating as a member of the team.
14. Other duties as required.

