

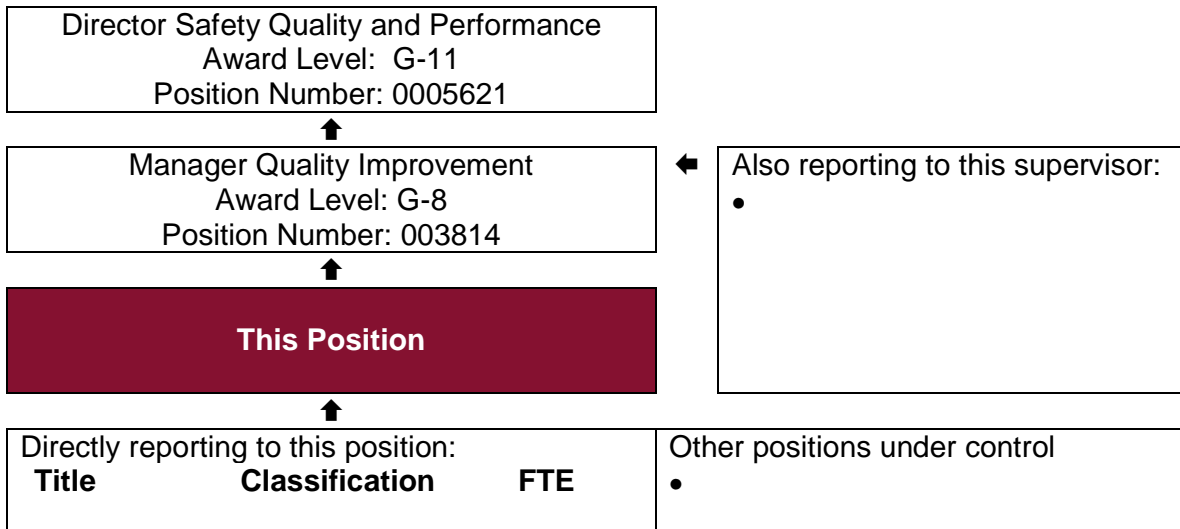


North Metropolitan Health Service  
**Job Description Form**

HSS REGISTERED

**Policy and Audit Officer**  
**Health Salaried Officers Agreement: G-6**  
**Position Number: 006048**  
**Quality Improvement / Safety Quality and Performance**  
**Sir Charles Gairdner Osborne Park Health Care Group / North Metropolitan Health Service**

**Reporting Relationships**



**Prime Function / Key Responsibilities**

Coordinates the development, authorisation, distribution and review of organisation-wide policy documents relating to clinical and non-clinical practice and monitor compliance.

Support the development, implementation and maintenance of the Sir Charles Gairdner Osborne Park Health Care Group (SCGOPHCG) National Safety Quality Health Service Standards (NSQHSS) audit program.

**Brief Summary of Duties (in order of importance)**

**1. Organisational Policies**

- 1.1 Coordinates the development, authorisation, distribution and review of organisation-wide policy documents.
- 1.2 Assist in investigations and analysis of evidence, as required, in relation to the development of SCGH policy documents.
- 1.3 Participate in the dissemination of policy documents and -related recommendations.
- 1.4 Liaise with internal and external staff to assist with the development of SCGH policy documents.
- 1.5 Analyse and interpret information derived from relevant data to support policy planning and monitoring processes
- 1.6 Review existing and new policy, programs and practices in accordance with government and department objectives
- 1.7 Maintains a central register of Hospital based policy documents and activities.
- 1.8 Actively participates in networking opportunities at the NMHS, State and National level, including membership on the NMHS Policy Coordinators Network and WA Quality Coordinators Network.
- 1.9 Participates in policy formation and review in relation to Audit Management

**2. National Safety Quality Health Service Standards (NSQHSS) Audit**

- 2.1 Coordinate the implementation, analysis and reporting of the NSQHSS audit program.
- 2.2 Monitor and report on audit trends, and advise on changes to process and practice where appropriate.
- 2.3 Assist in the development and coordination of education programs with respect to clinical audit methodology, data analysis and reporting.
- 2.4 Participates in and provides support to hospital committees and working parties associated with audit initiatives and program management.

**3. Compliance**

- 3.1 Coordinates the development, implementation and maintenance of a system that ensures compliance of legislative and policy obligations.

**4. Quality Improvement**

- 4.1 Assists in the assessment and registration of Quality Improvement proposals and evaluations.
- 4.2 Assists and supports the Manager Quality Improvement as and when required.

**5. NMHS Governance, Safety and Quality Requirements**

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Participates in an annual performance development review.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance 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, North 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 extensive experience or completion of or substantial progression towards a relevant tertiary qualification.
- 2. Demonstrated experience in the development, implementation and evaluation of policy and system-wide programs in a large complex setting.
- 3. Knowledge and understanding of clinical audit and the use of investigation and evaluation methods.
- 4. Demonstrated effective communication (written & verbal), consultation and negotiation skills with people at all organisational levels.
- 5. Strong computer literacy skills, with demonstrated database skills.
- 6. Demonstrated initiative and ability to work effectively independently and as a member of a team.

**Desirable Selection Criteria**

- 1. Relevant experience in a large hospital setting or health care environment.
- 2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and 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:  
Signature/HE:  
Date:

**Position Occupant**

Name:  
Signature/HE:  
Date: