



HSS REGISTERED

Quality Safety and Risk Officer
Health Salaried Officers Agreement; HSO Level G6
Position Number: 115650
Mental Health Service
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships

Service Director
 Award Level: G-12
 Position Number: 114727



Clinical Nurse Specialist, Clinical Improvement
 Award Level: SRN3
 Position Number:002097



This Position



Directly reporting to this position:

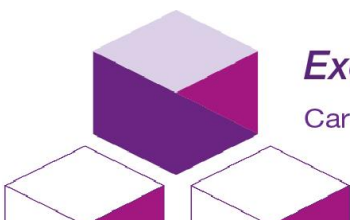
Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Data Analyst, HSU G-8, Level, 0.4 FTE

Key Responsibilities

Responsible for implementing safety, quality and risk improvement activities for the allocated Service. This includes but is not limited to: conducting clinical audit data entry, analysis and reporting, clinical incident investigation, staff training and education and the implementation of quality improvement and risk management activities



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Performance Data Management, Analysis and Reporting (50% breakdown)

- 1.1 In liaison with the CNS, Clinical Improvement performs clinical auditing activities inclusive of data collection, data entry, analysis and reporting that support the safety, quality and risk activities of the mental health service.
- 1.2 Compiles safety, quality and risk reports from relevant databases including Datix CIMS, WebPas, GEKO and PSOLIS for utilisation by relevant clinical teams and committees within the service.
- 1.3 Coordinates, collects and verifies Clinical Performance Indicator data for review by specialty.
- 1.4 Facilitates participation in national/state level quality improvement programs by providing data entry and outcome benchmark reporting e.g. ACHS and HRT.

2 Quality/Risk (50% breakdown)

- 2.1 Provides coordination and support for the development and achievement of quality improvement activities within the service.
- 2.2 Promotes awareness of the National Safety and Quality Health Service Standards and National Standards for Mental Health Services throughout the Service
- 2.3 Provide coordination and guidance on the identification and management of risks relative to the service.
- 2.4 Monitors the progress of Quality Improvement Activities and Risk Management Treatment Action Plans within the service.
- 2.5 In liaison with the Clinical Nurse Specialist, Clinical Improvement facilitates activities at the service level that support attainment of Accreditation requirements.
- 2.6 Provide support and resource to safety, quality and risk governance activities including multidisciplinary department/ ward/ unit meetings and Peer Review Committees.
- 2.7 In collaboration with the broader Safety, Quality and Risk Management team explore opportunities to further partner with consumers, carers and the community regarding safety performance, quality improvement and patient satisfaction/experience feedback.
- 2.8 Fosters a culture of Continuous Quality Improvement and lessons learned through awareness campaigns, education, presentations and publications.
- 2.9 Provide staff education on quality improvement and risk management systems including Datix CIMS and GEKO.
- 2.10 Assists the service to identify relevant key performance measures that will contribute to the evaluation of care delivered within the service.
- 2.11 Undertakes special assignments/ projects as requested by the Service Directors and/or the Clinical Nurse Specialist, Clinical Improvement.

3. SMHS 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 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.
- 3.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.7 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. Demonstrated understanding and application of quality improvement and risk management processes.
2. Demonstrated high level skills in the use of Windows applications.
3. Demonstrates understanding of knowledge of medical terminology.
4. Previous experience in risk management, analysis and ability to report information.
5. Demonstrated commitment to working as a part of a customer focused team.
6. Demonstrated high level of effective communication and interpersonal skills, both oral and written.
7. Demonstrated efficient time management skills

Desirable Selection Criteria

1. Experience in the following systems, Datix CIMS, GEKO.
2. Relevant experience in a mental health service or healthcare environment.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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
..... Dept. / Division Head Name Signature or HE Number Date

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	March 2020