



HSS Registered

**Senior Emergency Management Officer**  
**Health Salaried Officers Agreement: Level G7**  
**Position Number: 004391**  
**Emergency Management Services / Corporate Medical Services**  
**Sir Charles Gairdner Hospital / North Metropolitan Health Service**

**Reporting Relationships**

Executive Director Clinical Services SCGOPHCG  
 Award Level: MP  
 Position Number: 008128



Manager, Emergency Management Services  
 Award Level: HSO Level G9  
 Position Number: 006029



**This Position**



← Also reporting to this supervisor:

- Emergency Management Officer
- Administration Assistant

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	•

**Prime Function / Key Responsibilities:** Develop, monitor, maintain, evaluate and continuously improve the Emergency Management activities including policies, plans, procedures and guidelines for Sir Charles Gairdner Hospital. Facilitate associated implementation of change throughout the hospital.

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

### 1. Emergency Management

- 1.1 Collaborates with all stakeholders to develop, maintain, and continuously improve hospital policies, plans and procedures relevant to Emergency Management. Ensures that all relevant policies, plans and procedures meet relevant standards, legislation and accreditation requirements.
- 1.2 Develops, coordinates, maintains, and continuously improves, in conjunction with area specialists the Hospital Business Continuity Plan, the Emergency Procedures Manual, Code Brown plans and other internal emergency plans. Collaborates and consults with external agencies in defining and facilitating SCGH's participation in an external disaster response.
- 1.3 Analyses educational requirements of all staff and assists in the development and implementation of education programs relative to all emergency procedures. Develops, delivers and oversees the emergency procedures mandatory training programs, annual Code Yellow Nurse training and Emergency Response Team training. Assists in Major Incident Medical Management Training as part of Department of Health responsibilities.
- 1.4 Ensures all significant emergency incidents are investigated and appropriate operational debrief sessions for staff following incidents are conducted. Prepares and provides reports that are accurate, timely and professionally presented. Development and implementation of approved recommendations from the debriefing sessions and final report as they relate to SCGH. Provide verbal and written reports of the hospital's response to the Emergency Management Committee, the Hospital Executive Committee and where required the State Health Coordinator.
- 1.5 Ensures that an annual training and exercise program for all key staff and hospital departments involved in emergency procedures is in place. The Incident Management Team is updated and exercised annually. The hospital participates in an annual Code Brown exercise
- 1.6 Activate and support the Emergency Operation Centre (EOC). Assisting the Incident Management Team to manage the emergency using Emergency Management principles. Assist new members of the EOC as required
- 1.7 Provides reports, information and recommendations to Manager, Emergency Management Services reflecting Key Performance Indicators.
- 1.8 Represents the hospital at forums and serves on external committees as required. Responsible for all the administrative functions required by the EMC.
- 1.9 Represents the EMS at internal/NMHS committees as required.

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

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 3. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Relevant knowledge of and experience in Emergency Management practices and processes within an acute health care environment.
2. Demonstrated knowledge of legislation, Australian Standards and other regulatory requirements in emergency management related to healthcare.
3. Demonstrated experience in the development, provision, and evaluation of education programs incorporating the application of Emergency Management principles.
4. Well-developed interpersonal and communication skills including the ability to communicate effectively during critical situations.
5. Well-developed conceptual and analytical skills, with proven ability to identify and implement solutions to problems.
6. Highly developed planning and organisational skills with demonstrated ability to work effectively in a multi-disciplinary team environment and independently.

### Desirable Selection Criteria

1. Knowledge of the emergency services structure within WA and its interrelationship with the health system.
2. Demonstrated policy formulation, implementation and evaluation skills.
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: Jill Martin  
Signature/HE47964:  
Date:20/09/2019

### Dept./Division Head

Name: Ajitha Nair  
Signature:  
Date:

### Position Occupant

Name:  
Signature:  
Date: