



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

WA Country Health Service		<b>Position No:</b>	615385
<b>Division:</b>	Central Office	<b>Title:</b>	<b>Program Officer Accreditation and Quality Improvement</b>
<b>Branch:</b>	Medical Services	<b>Classification:</b>	HSO Level G8
<b>Section:</b>	Safety and Quality	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b> Executive Director Medical Services <b>Classification:</b> Health Executive – Medical Practitioner – AMA Industrial Agreement – Year 1-9 <b>Position No:</b> 613104	↑
<b>Responsible To</b>	<b>Title:</b> Director Safety & Quality <b>Classification:</b> HSO Level G12 <b>Position No:</b> 613525	↑
<b>This position</b>	<b>Title:</b> Program Officer Accreditation & Quality Improvement <b>Classification:</b> HSO Level G8 <b>Position No:</b> 615385	↑

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u><b>Title</b></u> Program Manager Clinical Risk Management Program Manager Clinical Quality & Performance Program Officer Accreditation and Quality Improvement Administration Assistant
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<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Position No.</th> <th style="width: 70%;">Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">NIL</td> <td></td> </tr> </tbody> </table>	Position No.	Title	NIL		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Category</th> <th style="width: 30%;">Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Category	Number		
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NIL									
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### Section 3 – KEY RESPONSIBILITIES

Provides leadership and management of the Australian Health Service Safety and Quality Accreditation (AHSSQA) scheme and National Corporate accreditation requirements for the WACHS. Provides advice on accreditation requirements to senior WACHS management and supports governance processes.

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		CLASSIFICATION	HSO Level G8



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

### **OUR MISSION**

To deliver and advance high quality care for country WA communities

### **OUR VISION**

To be a global leader in rural and remote healthcare

### **OUR STRATEGIC PRIORITIES**

***Caring for our patients*** - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

***Addressing disadvantage and inequity*** - Delivering focussed and accessible services for those who need it most

***Building healthy, thriving communities*** - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

***Delivering value and sustainability*** - Ensuring that the services we provide are sustainable and we are transparent about our performance

***Enabling our staff*** - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

***Leading innovation and technology*** - Embracing innovation and technology to create a safer, more connected and equitable health system

***Collaborating with our partners*** - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

### **OUR VALUES**

***Community*** – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

***Compassion*** – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

***Quality*** – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

***Integrity*** – We bring honesty, collaboration and professionalism to everything that we do.

***Equity*** – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

***Curiosity*** – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>LEADERSHIP AND MANAGEMENT</b>	D	50
1.1	Leads, coordinates and manages the organisation's Australian Council on Healthcare Standards (ACHS) Corporate accreditation program. Identifies risks and advises on and coordinates strategies to ensure the organisation is prepared for each accreditation phase.		
1.2	Provides expert advice, consultancy and leadership to the WACHS Executive on the Corporate accreditation program and facilitates and coaches individuals, groups and networks on the requirements of accreditation standards and building these into core business processes		
1.3	Provides expert advice, consultancy and leadership to the WACHS Executive and regions on the Australian Health Service Safety and Quality Accreditation (AHSSQA) scheme and National Safety Quality Healthcare Standard requirements. Identifies risks and advises on and coordinates strategies to ensure the organisation is prepared for each accreditation phase.		
1.4	Leads the establishment, implementation and maintenance of an organisation wide quality management system consistent with relevant national and industry standards.		
1.5	Provides advice and input into clinical and corporate governance processes; risk management strategies; and organisational policies and processes with the aim of meeting accreditation standards and enhancing continuous quality improvement activities.		
1.6	Coordinates and implements independent reviews and assessments to meet internal and external requirements.		
1.7	Maintains expert awareness of local and national developments in accreditation issues including researching relevant literature and education.		
<b>2.0</b>	<b>EDUCATION &amp; COMMUNICATION</b>	D	30
2.1	Develops implements and monitors a communication and engagement plan for central and regional accreditation requirements.		
2.2	Develops, delivers and evaluates education and training programs for staff on accreditation requirements, related standards and quality improvement processes.		
<b>3.0</b>	<b>EVALUATION &amp; REPORTING</b>		
3.1	Coordinates and maintains a sustainable system for the collation, analysis, interpretation and documentation of organisational evidence and outcomes for required standards and survey recommendations and outcomes.		
3.2	Researches and prepares reports on accreditation activities and outcomes for a range of audiences including WACHS Executive and WACHS Board.		
<b>4.0</b>	<b>OTHER</b>	D	20
4.1	Other duties as directed.		
<p>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety &amp; Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.</p>			

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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Demonstrated experience and substantial knowledge in the coordination and implementation of accreditation frameworks in a complex healthcare environment.
2. Demonstrated leadership and change management skills and evidence of outcomes relevant to the position.
3. Strong interpersonal, verbal and written communication skills including the ability to consult and influence others.
4. Demonstrated skills in group facilitation, presentation and training
5. Computer literacy in applications relevant to the duties of the position.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

**DESIRABLE**

1. Knowledge of issues relating to rural and remote healthcare as they relate to accreditation requirements
2. Understanding of corporate accreditation systems

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Perth	<b>Accommodation</b>	As determined by WA County Health Service (WACHS) Policy
<b>Appointment Conditions/ Allowances</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre-Employment Health Assessment</li> <li>• Successful WA Health Integrity Check</li> </ul>		

**Section 7 – CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Chief Executive Officer**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

