

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Advisor - Patient Safety
Position Number:	Generic
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South, Hospitals North and Hospitals North West Quality and Patient Safety
Position Type:	Permanent, Full Time/Part Time
Location:	South, North, North West
Reports to:	Relevant Director/Nurse Manager
Effective Date:	October 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Relevant tertiary qualifications Current Driver's Licence

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Senior Advisor - Patient Safety contributes to the successful positioning of the Quality and Patient Safety service to provide high quality, accountable and measurable healthcare, both internally and externally, by:

- Providing advice and direction to clinical areas to ensure operation of effective clinical services in accordance with the Department of Health and Quality and Patient Safety objectives.
- Promoting and evaluating the patient safety agenda within their Quality and Patient Safety portfolio.
- Coordinating the effective facilitation of their Quality and Patient Safety portfolio.
- Developing and delivering training programs and projects to improve service delivery and mitigate risks within the scope of the assigned Quality and Patient Safety portfolio.
- Leading and implementing, in collaboration with colleagues, an integrated Quality and Patient Safety program.

Duties:

1. Provide a flexible and responsive service to advise, lead and support the development, planning, implementation, and evaluation of improvements in relation to the assigned Quality and Patient Safety portfolio.
2. Support ongoing quality improvement and accreditation processes in accordance with the National Safety and Quality Health Service Standards (NSQHSS).
3. Work with the relevant Manager and key stakeholders to facilitate the planning of a proactive, integrated, and innovative approach to Quality and Patient Safety across the organisation.
4. Develop effective linkages with key stakeholders, in relation to the provision of patient safety services, ensuring safe environments are provided for patients/clients/families and effective risk management programs are in place.
5. Provide the Director/Nurse Manager with high level advice, support, and direction in relation to the assigned Quality and Patient Safety Portfolio.
6. Identify and coordinate education and training related to Patient Safety within the relevant health organisation or facility.
7. Collect, monitor, and evaluate Patient Safety data as required and work with clinical areas to foster improvement.
8. Coordinate and capture information to produce high-level Quality and Patient Safety related reports and relevant policies and procedures as required.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Responsible to the relevant Director/Nurse Manager, working with limited professional supervision, and will have a significant degree of independence and autonomy.
- Expected to exercise a significant level of responsibility, initiative and professional judgment in the leadership and coordination of patient safety and integrated risk management programs.
- Provide high-level advice and support to the patient safety management team and senior clinical staff in relation to quality and safety and risk management.
- Responsible for maintaining a high level of personal knowledge regarding international, national, and state quality and safety initiatives, relevant legislation, overarching standards and policy directions.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.

- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated knowledge, skills and experience in undertaking quality and patient safety activities within a healthcare setting, with the ability to identify and develop relevant projects, programs, policies, and education.
2. High level knowledge and understanding of various patient safety database applications in the healthcare setting.
3. High level interpersonal, communication, negotiation and conflict resolution skills including the demonstrated ability to lead and motivate staff and effectively liaise with a broad range of internal and external stakeholders, including consumers, in the development and implementation of quality improvement projects.
4. Highly developed ability to plan, organise and set priorities in an environment subject to work pressures and change using demonstrated project management skills.
5. High level conceptual and research skills with the ability to produce high-level written reports and correspondence based on the ability to analyse healthcare data/information and recommend improvements in patient safety.
6. Experience and knowledge in healthcare, together with good comprehension of the workings of a healthcare system, as it relates to the activities of the Department of Health.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health..](#)