



POSITION DESCRIPTION

Department of Rural Health
Faculty of Medicine, Dentistry and Health Sciences

Echuca RHAN Coordinator

POSITION NO	0048984
CLASSIFICATION	Level A or B
WORK FOCUS CATEGORY	Research and Teaching
SALARY	\$72,083 - \$122,268 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.5 FTE)
BASIS OF EMPLOYMENT	Fixed Term position until 31 December 2020
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	<p>Professor Lisa Bourke Tel +61 3 5823 4519 Email bourke@unimelb.edu.au</p> <p>Dr Catherine Lees (Director of Education, Training & Research, Echuca Regional Health) Tel (03) 5485 5280 Email clees@erh.org.au</p> <p><i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our websites:
about.unimelb.edu.au/careers

Position Summary

The University of Melbourne Department of Rural Health operates a Rural Health Academic Network (RHAN) throughout northeast Victoria. RHAN is a network of academics who are based in health services to pursue the research and education agenda of the health service with support from the university. One of the RHAN positions is based at Echuca Regional Health. This position is a half-time position that will build research capacity and governance at Echuca Regional Health. The RHAN coordinator will facilitate research training, support research projects and guide research translation to practice across the health service. The position also encourages the coordinator to develop their own research skills and work with other members in the RHAN network. The RHAN network is co-funded between health services and the University Department of Rural Health programme. This position will report to the Director of RHAN University of Melbourne, Department of Rural Health and the Director of Education, Training and Research at Echuca Regional Health.

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Support and facilitate the development of a research and evidence-based culture at Echuca Regional Health
- ▶ Support staff at Echuca Regional Health to undertake research projects, audits and research translation activities
- ▶ Collaborate with staff at Echuca Regional Health to publish their research, present their work at professional conferences and promote their practice in other forums
- ▶ Contribute to research outputs including peer reviewed publications, research reports and conference presentations

1.2 TEACHING AND LEARNING

- ▶ Support students at Echuca Regional Health in ways relevant to evidence-based practice, research, student projects and other education related to their placement
- ▶ Facilitate student research projects at Echuca Regional Health for The University of Melbourne Medical Students
- ▶ Facilitate clinical student placements at Echuca Regional Health by working with the student placement teams at the Department of Rural Health
- ▶ Provide and facilitate research training and education for staff, teams and key personnel across Echuca Regional Health as required

1.3 LEADERSHIP AND SERVICE

- ▶ Engage with staff at Echuca Regional Health to facilitate research, education and research translation
- ▶ Actively participate in meetings at Echuca Regional Health and contribute to strategic research planning to support research capacity-building at the health service
- ▶ Actively participate in University Department of Rural Health and RHAN meetings and contribute to planning activities or committee work to support research

- ▶ Effective demonstration and promotion of University and Echuca Regional Health values, including diversity and inclusion and high standards of ethics and integrity
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5
- ▶ Other research activities as required by supervisor

1.4 ADDITIONAL RESPONSIBILITIES FOR LEVEL B

- ▶ Lead collaborative projects at Echuca Regional Health
- ▶ Lead and contribute to publications arising from scholarship and research, such as publication in peer reviewed journals
- ▶ Participate in research independently and as a member of a research team
- ▶ Identification of sources of funding to support individual or collaborative projects, relating to teaching, research and engagement practice at Echuca Regional Health

2. *Selection Criteria*

2.1 ESSENTIAL

- ▶ PhD or substantial progress towards PhD or significant research training and experience in a discipline related to rural health
- ▶ Demonstrated knowledge of quantitative and qualitative methodologies and research translation into practice as well as the ability to learn advanced research skills as required
- ▶ Demonstrated ability to articulate research and evidence based practice through presentation in a public forums and health service settings
- ▶ Demonstrated excellent verbal and written communication skills for effective research, teaching, collaboration and engagement
- ▶ Experience in collaborative projects and working with health professionals from different disciplines
- ▶ Demonstrated ability to contribute to research in disciplines relevant to the health needs of Echuca Regional Health

2.2 ADDITIONAL ESSENTIAL CRITERIA FOR LEVEL B

- ▶ A track record of publications in a field of research relevant to rural health
- ▶ Experience of research training, support and mentorship of junior researchers
- ▶ Experience of team-based research

2.3 DESIRABLE

- ▶ Experience of leading inter-professional, collaborative projects in health
- ▶ Experience working with Aboriginal and/or Torres Strait Islander communities
- ▶ Experience in the supervision or co-supervision and mentoring of honours and postgraduate students and other staff

2.4 SPECIAL REQUIREMENTS

- ▶ Victorian Drivers Licence

3. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

4. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. *Other Information*

5.1 DEPARTMENT OF RURAL HEALTH: ORGANISATION UNIT

Our Department provides professional health education and research training in a rural context. Based at Shepparton in the Goulburn Valley, we have major nodes at Ballarat and Wangaratta and associations with nearly 40 smaller towns in rural Victoria. For more information, see <https://medicine.unimelb.edu.au/school-structure/rural-health>

All staff at the Department of Rural Health participate in cultural training in Aboriginal Health and are expected to practice in culturally safe ways.

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the

University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>

6 Echuca Regional Health

Echuca Regional Health (ERH) is a public hospital located in the port town of Echuca-Moama, approximately two and half hours north of Melbourne on one of Australia's largest rivers - the Murray River.

After a \$65 million redevelopment completed in August 2015, Echuca Regional Health comprises 113 beds providing a comprehensive range of services including emergency, medical, sub-acute, surgical, maternity, paediatric, urology, orthopaedic, ophthalmology, dental, chemotherapy and haemodialysis services. Echuca Regional Health also encompasses a residential aged care service, Glanville Village, which accommodates 60 residents.

In its 135th year of community service, Echuca Regional Health provides a range of health services to approximately 44,000 people living in the catchment areas of the Shire of Campaspe and Murray River Council. Echuca Regional Health is the largest employer in the Campaspe Shire, employing over 750 staff. With a strong focus on increasing our capacity as a sub-regional teaching health service, Echuca Regional Health employees are dedicated professionals who strive to deliver the best possible care to their community.

Echuca Regional Health is a teaching hospital with a strong culture committed to supporting the professional development of all our employees. The ERH Education, Training and Research Department is responsible for the design and delivery of the education programs needed to ensure ERH maintains a continually upskilled workforce, and supports the delivery of programs designed to comply with the National Safety & Quality Health Service Standards (NSQHS) and the Commonwealth's Aged Care Accreditation Standards.

ORGANISATIONAL RESPONSIBILITIES:

General:

- a) Positively promote ERH within and externally to the organisation;
- b) Each employee has a responsibility to comply with all ERH policies and procedures and familiarise themselves with those relevant to their position;
- c) Promote practices which comply with the policies and procedures of ERH and actively participate in the maintenance of relevant policies and procedures to ensure best practice;
- d) Participate in departmental and organisational meetings as required;
- e) Maintain accurate records, statistics and reports, as required;
- f) Report all incidents and near misses as soon as possible after the event;
- g) Participate in Risk Management activities of relevance and assist with identification and control of risks within their department;
- h) Actively participate in Performance Appraisal processes, three months after commencement and annually thereafter.

Occupational Health and Safety:

Each employee has the right to a safe working environment. Employees must:

- Carry out their duties in a manner which does not adversely affect their own health and safety or that of others;
- Cooperate with measures introduced in the interest of health and safety;
- Undertake any training provided in relation to Occupational Health & Safety;
- Immediately report all matters that may affect workplace health and safety to their manager/supervisor;
- Comply with all Commonwealth and State legislative requirements;
- Correctly use any information, training, personal protective equipment and safety equipment provided by the organization;
- Refrain from recklessly or willfully interfering with anything that has been provided for

health and safety reasons.

Infection Prevention and Control:

- Each employee has a responsibility to implement Infection Control guidelines of relevance to the position.

Disaster and Emergency Response:

- Echuca Regional Health is the principal regional health provider in the event of disaster and emergency. The occupant of this position understands and acknowledges that s/he may be required to work as assigned, if requested, to meet ERH responsibilities in a disaster or emergency situation;
- Each employee has a responsibility to participate in emergency response drills and attend relevant emergency training.

Continuous Quality Improvement:

Each employee has a responsibility to:

- Aim to provide a positive experience for each patient, client, resident and customer every time;
- Utilise the principles of “Patient Centred Care” as a guide to provide a positive experience each and every time;
- Always escalate any issues you identify regarding customer experience or safety and risk to an appropriate staff member, if unable to rectify yourself;
- Contribute to improvement activities and understand the basics of the “PDSA quality cycle”;
- Follow organisational guidelines including quality and safety and occupational policies and procedures;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Comply with ERH and relevant registration bodies mandatory continuing professional development requirements;
- Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements.

Workplace Harassment and Bullying:

- ERH has adopted and applies the Victorian Public Sector Commission Code of Conduct;
- Each employee has the right to a workplace free from any form of harassment or bullying;
- Each employee has a responsibility to comply with ERH policy and participate in education and training.

Health Promotion:

- ERH adopts the principles of health promotion and encourages all employees to embrace the organisation’s Health Promotion Plan and activities;
- Each employee is encouraged to support/participate in health promotion programs.

Confidentiality:

- Any breach of the Confidentiality Policy may result in disciplinary action and/or dismissal and a possible fine under the Health Services Act (Vic).

Police Record Check:

- This position requires a satisfactory National Police Check and a Working with Children check. ERH will not make a formal offer of employment until a candidate provides these documents.

Echuca Regional Health Values:

Echuca Regional Health has adopted a common set of values across the organisation and developed associated behaviours around these values. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

Echuca Regional Health says NO to Family Violence.

Principle:	Associated Behaviours:
Collaboration	<ul style="list-style-type: none">• Works with a team focus• Cooperates with others and gains input and support to assist in achieving objectives• We work with others to achieve shared goals
Accountability	<ul style="list-style-type: none">• Monitors the impact of one's own behaviour on others• Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect	<ul style="list-style-type: none">• Treats people fairly and openly• Treats people with dignity• Demonstrates personal standards of consistency, tolerance and patience
Excellence	<ul style="list-style-type: none">• Consistently supports and follows organisational policies and procedures• Actively participates in identifying opportunities to improve what we do