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## SA Health Job Pack

Job Title	Executive Director, Clinical Governance - CALHN
Eligibility	Open to Everyone
Job Number	711634
Applications Closing Date	29/11/19
Region / Division	Central Adelaide Local Health Network
Location	Adelaide
Classification	SAES1
Job Status	Full-time temporary up to 3 years

## Contact Details

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## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☐ Working with Children Screening - **DHS**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Immunisation

### **Risk Category C (minimal patient contact)**

- This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). [Please click here for further information on these requirements.](#)

# Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✎ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✎ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Executive Director Clinical Governance		
<b>Classification Code:</b>	SAES1	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Executive Services		
<b>Division:</b>	Office of the Chief Executive Officer		
<b>Department/Section / Unit/ Ward:</b>			
<b>Role reports to:</b>	Chief Executive Officer		
<b>Role Created/ Reviewed Date:</b>	September 2019		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
<b>Immunisation Risk Category:</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C ( <i>minimal patient contact</i> )		

## ROLE CONTEXT

<p><b>Primary Objective(s) of role:</b></p> <p>The Executive Director Clinical Governance reports to the Chief Executive Officer, Central Adelaide Health Network (CALHN) and is a member of the Executive Leadership Team. The position is responsible for the continued building and sustainability of governance and safety systems which contribute to CALHN's vision of becoming a high performing and accountable healthcare network. To this end, the position leads the development of a patient focused and quality and safety culture within the organisation including all aspects of safety and quality, including strategy, clinical governance systems, Accreditation and clinical standards</p> <p>The Executive Director Clinical Governance supports the achievement of CALHN's Strategic Objectives by;</p> <ul style="list-style-type: none"> <li>Continued building of sustainable safety systems which contribute to CALHN being widely regarded (by both the SA Community and the broader Australian Health Sector) as a safe effective and world class hospital network;</li> <li>Responsibility for the maintenance of systems that support the management of clinical risk, including the Risk Register and for the development and maintenance of policies that support the operational clinical governance objectives;</li> <li>Contributing to the development and maintenance of consumer and key stakeholder relationships;</li> <li>Responsibility for the ongoing monitoring, evaluation and review of clinical systems.</li> <li>Responsibility for the management and maintenance of clinical policies with the involvement of the CALHN Executive.</li> </ul>
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<b>Direct Reports:</b>
Safety, Quality & Risk Management team
<b>Key Relationships/ Interactions:</b>
<u>Internal</u> <ul style="list-style-type: none"> <li>• Executive Director, Medical Services</li> <li>• Executive Director Nursing &amp; Patient Experience</li> <li>• Executive Director, Allied Health &amp; Strategic Integration and Partnerships</li> <li>• Executive Leadership team within CALHN</li> <li>• Clinical and Nursing leadership roles</li> <li>• Chief Medical Officer, SA Health</li> <li>• Clinical Governance Committee</li> </ul> <u>External</u> <ul style="list-style-type: none"> <li>• Professional bodies</li> <li>• Other Government agencies</li> <li>• Other Health Organisations</li> </ul>
<b>Challenges associated with Role:</b>
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> <li>• The Financial and Organisational Recovery program within the organisation</li> <li>• A rapidly changing health funding and policy landscape;</li> <li>• Cultural transformation</li> </ul>
<b>Delegations:</b>
<p><b>Delegated Level</b> In accordance with CALHN's Delegation of Authority Document</p> <p><b>Staff supervised:</b>                      Direct:    20 FTE                      Indirect:</p>
<b>Special Conditions:</b>
<ul style="list-style-type: none"> <li>• It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.</li> <li>• <i>Prescribed Positions</i> under the <i>Children's Protection Act (1993)</i> must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.</li> <li>• Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the <i>Children and Young People (Safety) Act 2017</i> or 'Approved Aged Care Provider Positions' as defined under the <i>Accountability Principles 2014</i> pursuant to the <i>Aged Care Act 2007 (Cth)</i>.</li> <li>• Appointment is subject to immunisation risk category requirements. There may be ongoing</li> </ul>

immunisation requirements that must be met.

- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities to relevant provisions of the executive contract.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

### **General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *Code of Fair Information Practice.*
- *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.*
- *Relevant Australian Standards.*
- *Duty to maintain confidentiality.*
- *Smoke Free Workplace.*
- *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

### **Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

### **Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

### **White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

### **Cultural Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

### **Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Deliver a robust clinical governance framework	<p>Provide strategic leadership of the Clinical Governance framework that supports the achievement of the strategic objectives by:</p> <ul style="list-style-type: none"> <li>• Developing safety and quality systems to ensure consistency with CALHN and Department of Health and Ageing (DHA) plans, directions and objectives.</li> <li>• Oversight of internal staff capability building enhancing understanding of quality and safety and creating a quality improvement culture that most effectively delivers on performance and value outcomes</li> <li>• Providing high level advice on safety and quality issues including professional and regulatory requirements in collaboration with CALHN's Executive Director Medical Director, Executive Director, Allied Health &amp; Strategic Integration and Partnerships and Executive Director of Nursing Services.</li> <li>• Proactively identify opportunities for improvement and implement solutions that improve the quality of care within standards of excellence, with the active involvement and engagement of clinicians and consumers.</li> <li>• Overseeing the CALHN incident monitoring system. Ensuring an emphasis on preventing and reviewing adverse outcomes through system improvement and process redesign.</li> <li>• Providing effective leadership, supervision and coordination of clinical safety and quality programs within Safety, Quality &amp; Risk Management team.</li> </ul>
Leading enterprise risk management	<p>In collaboration with the Executive Director Finance, ensure the effective leadership of the CALHN Enterprise Risk Management Framework by:</p> <ul style="list-style-type: none"> <li>• Providing leadership for both corporate and clinical risk management</li> <li>• Leading the Quality and Safety at all CALHN health units to ensure all Risk Management processes align with the CALHN risk management system.</li> <li>• Providing timely and accurate metrics which provide assurance to the CALHN Executive, Board, that risks are being managed in accordance with legislative and policy requirements.</li> <li>• Provide sound and informed advice on the implications and risks to CALHN's current and projected operations and services.</li> </ul>
Quality Management	<p>Drive the key strategic frameworks, policies and processes necessary to ensure that quality management, policy and risk management systems are implemented to meet the Service Agreement and clinical reforms to deliver year on year improvements for CALHN.</p> <p>Assist the Executive Director Medical Services with the development, implementation, ongoing management and review</p>

	<p>of clinical credentialing systems across CALHN.</p> <p>Lead and coordinate accreditation processes for all CALHN health units, services and sites in partnership with program/service Leads, by:</p> <ul style="list-style-type: none"> <li>• Planning, developing and coordinating programs for audits, reviews and internal accreditation requirements by the National Safety and Quality Health Service Standards (NSQHS) for all CALHN health units and sites.</li> <li>• Preparing reports and recommendations for consideration by Board and Executive.</li> </ul> <p>Provide strategic leadership and contribute to the achievement and maintenance of best practice and the ongoing effectiveness and appropriateness of clinical and non-clinical services by:</p> <ul style="list-style-type: none"> <li>• Ensuring systems and practices are in place for the regular collection, analysis and reporting of a range of clinical indicators across CALHN.</li> <li>• Ensuring corporate policies are maintained and managed to meet accreditation requirements.</li> </ul>
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### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- Qualifications in executive leadership and management, or a health professional qualification, would be highly regarded.

#### **Personal Abilities/Aptitudes/Skills:**

- Demonstrated ability to work as a member of the leadership team and relevant stakeholders and to foster a spirit of cooperation and collegiality with clinicians at a wide range of levels.
- Demonstrated experience in being completely patient/client focussed, while dealing with ambiguity and complex situations, and demonstrating resilience in the delivery of services to patients.
- Demonstrate ability to lead and engage a broad range of stakeholders.
- Proven ability to collaborate effectively, develop talent, value differences and build effective teams to bring about best use of resources to deliver healthcare services.
- Demonstrated high level management skills and knowledge, including in the areas of planning, performance monitoring and improvement, legislative compliance, resource and budget management in a demanding high-pressure environment.
- Demonstrated executive level communication, negotiation, persuasion and interpersonal skills, including proven experience in developing high level strategies for communicating and consulting with government organisations, internal and external stakeholders, professional bodies, non-government organisations, academic bodies and the community.
- Demonstrated commitment to the involvement of consumers in health services.
- Demonstrated commitment to the principles and practices of Equal Employment Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of the premier's safety commitment and the legislative requirements of the *Work Health Safety Act 2012* and the *Return to Work Act 2014*, and apply a risk management approach that aligns to AS/NZS 31000:2009 *Risk Management – Principles and Guidelines* or to an equivalent set of standards.

#### **Experience**

- Substantial executive leadership experience in clinical and/or non-clinical services within large multidisciplinary organisations, preferably within a health environment, focusing on governance, safety, quality and risk.
- Demonstrate experience in Clinical Governance systems and approaches.
- Experience in consulting with the community, services providers and other stakeholders
- Experience in leading a diverse team to meet key strategic outcomes.

#### **Knowledge**

- Knowledge of leading-edge initiatives and approaches to Clinical Governance, improving patient safety, quality and clinical risk management.
- Knowledge of contemporary change management principles and practice and research methodologies.
- Understanding and application of legislation, common law and ethical frameworks affecting clinical practice.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- Registered or eligible for registration as a Nurse by the Nursing and Midwifery Board of Australia and who holds, or is eligible to hold, a current practicing certificate  
OR
- Appropriate Allied Health degree or equivalent qualification which enables registration with the appropriate Board or give eligibility for membership of the professional association.

### **Personal Abilities/Aptitudes/Skills:**

#### **Experience**

- Experience in navigating complex, political and culturally sensitive situations effectively and discreetly.
- Experience in preparation of health services for the national Safety and Quality Health Services Standards (NSQHS) Quality Improvement Council, Health and Community Services Standards or ISO Accreditation

#### **Knowledge**

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, six Country Local Health Networks and SA Ambulance Service.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Central Adelaide Local Health Network:

CALHN is one of 10 Local Health Networks (LHNs) in South Australia established in July 2019. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

**Division/ Department:**

Safety, Quality and Risk Management Unit is responsible for promotion and support of patient safety and quality improvement activities, to Central Adelaide Local Health Network (CALHN) directorates and services.

This includes implementation of quality processes based on the National Safety and Quality Health Service (NSQHS) standards and SA Health frameworks, and coordination and delivery of the CALHN accreditation program. The Unit is also responsible for the management and reporting of risk, and the incorporation of risk management into decision-making.

This incorporates responsibility for the leadership, implementation, monitoring and evaluation of the safety, quality and risk management system and plan that supports the CALHN, State and National safety and quality framework and health reform agendas.

**Safety, quality and risk management unit**

- contributes to the development and maintenance of positive working relationships with consumers, the Consumer Advisory Council and key stakeholder relationships
- is responsible for the maintenance of systems that support management of risk and support services
- leads the planning, coordination and initiation of safety, quality and risk projects, including quality improvements and root cause analysis
- participates in policy development
- provides leadership, management and guidance relating to safety, quality and risk including:
  - accreditation for the organisation
  - clinical support systems
  - mortality review
  - performance measurement
  - risk management
  - safety, quality and risk management reports
  - Service improvement.

## Values

### Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:** \_\_\_\_\_ **Role Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Role Acceptance

#### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_