DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Advisor - Patient Safety |
| **Position Number:** | Generic |
| **Classification:** | General Stream Band 5 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Hospitals South and Hospitals North/North West  Patient Safety Service |
| **Position Type:** | Permanent, Full Time |
| **Location:** | South, North, North West |
| **Reports to:** | Relevant Manager |
| **Effective Date:** | March 2017 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Desirable Requirements:** | Relevant tertiary qualificationsCurrent 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:

This position contributes to the successful positioning of the Patient Safety Service to provide high quality, accountable and measurable healthcare, both internally and externally, by:

* Ensuring the principles of continuous quality improvement are applied in the delivery of the services within the Patient Safety Service.
* Promoting and ensuring a proactive, integrated, innovative and multi-disciplinary approach to continual improvement, which includes the active engagement of consumers in the development and implementation of quality improvement projects.

### Duties:

1. Implement and facilitate the planning, management, and evaluation of quality improvement projects and Patient Safety based improvements within clinical structures and throughout the Agency
2. Coordinate and promote patient safety (quality improvement and risk management) programs in accordance with the Patient Safety Service Strategic Plan.
3. Act as a resource providing professional advice on patient safety related matters.
4. Where required, assist in the coordination of the eCredentialling database in accordance with the Agency protocol and associated guidelines, and work with senior clinicians to implement and maintain up to date information, ensuring Agency compliance with clinical scope of practice for all clinicians.
5. Work closely with consumers, department managers and clinical representatives on quality improvement initiatives including providing advice on both quality projects and clinical service based improvements.
6. Support the accreditation process, focusing on promotion of safety, innovation and integrated quality improvement.
7. Work as an integral part of the Statewide Patient Safety Service.
8. Build effective, collaborative and productive working relations across the organisation and with key stakeholders including consumers of the service.
9. Analyse and report on organisational data and information as it relates to the improvement of patient safety.
10. 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.
11. 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 for ensuring principles, policies and procedures of the Patient Safety Service are applied in the delivery of services within the Agency.
* Responsible for ensuring and promoting a proactive, integrated, innovative and multidisciplinary approach to quality improvement, including the promotion of consumer involvement in improvement activities.
* Works as a member of a statewide service and is responsible for providing support and direction to other staff in their local area. The occupant is expected to work with significant autonomy on a day to day basis.
* Responsible to and works under the direction of the relevant manager in the coordination, implementation and evaluation of patient safety initiatives/activities within the service.
* 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Demonstrated knowledge, participation and experience in undertaking quality activities within a healthcare setting, with the ability to identify and develop relevant projects, programs and policies.
2. Knowledge and understanding of various patient safety applications in the healthcare setting.
3. Well-developed 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. Demonstrated capacity to plan, organise and set priorities in an environment subject to work pressures and change.
5. Understanding of, and 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 Agency.

### 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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).