



Swan Hill
District Health
my hospital



Respect - Professionalism – Care – Commitment - Collaboration

ThinkSepsis Coordinator

Up to 1 EFT for a 12 month project

Swan Hill District Health has secured funding for a project to improve the management of Sepsis in rural health services, residential aged care and General Practices in the district, including Mallee Track, Robinvale and Kerang. The role is to coordinate the adoption of evidence based practice and promote improved patient outcomes.

For this role, you will need to be a Clinician with team leadership ability and experience in an Emergency and/or acute setting. You will also need to be able to work autonomously, handle multiple competing priorities and meet tight deadlines. Naturally, the role calls for effective communication and negotiation skills with internal and external stakeholders.

For more information on the role please contact Julie McQueen on (03) 5033 9317 or jmcqueen@shdh.org.au

Applications including the names of three referees should be forwarded to: Mr. Steven Wainwright, Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: Employment@shdh.org.au

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.



Position:	ThinkSepsis Coordinator (up to 1.0 EFT for 12 months)
Classification:	Negotiable and subject to qualifications and experience
Department:	Medical Services Division
Reports to:	Quality & Risk Manager
Position Summary:	<ul style="list-style-type: none"> • Improve the management of sepsis in Swan Hill District Health, and surrounding small rural health services (including Kerang District Health, Robinvale District Health Service and Mallee Track Health & Community Services), residential aged care services and general practices. • Coordinate the achievement of, and report on, the deliverables of the ThinkSepsis Project in Swan Hill District Health for Better Care Victoria.
Responsibilities:	<p>Project governance and coordination</p> <ul style="list-style-type: none"> • Attend, collate information for and follow up on action items relating to the ThinkSepsis Project, in the Continuous Quality Improvement Committee (the project governance committee). • Attend, collate information for and follow up on action items relating to the ThinkSepsis Project, in the Clinical Deterioration Working Party, Mortality & Morbidity Committee and, as required, other Swan Hill District Health committees and meetings. • Attend Better Care Victoria and, as required, other external meetings on ThinkSepsis. Network and benchmark with clinicians and managers from other health services to plan, deliver and evaluate innovations and improvements in sepsis management in Swan Hill and district. • To monitor and report on the progress and outcomes of the ThinkSepsis Project, internally as required by Swan Hill District Health and externally as required by Better Care Victoria. <p>Clinician engagement</p> <ul style="list-style-type: none"> • Communicate with, and recruit the support of, clinicians in Swan Hill District Health, and surrounding small rural health services, residential aged care services and general practices, for the objectives and deliverables of the ThinkSepsis Project. • Coordinate, provide and evaluate education to clinicians on best practice sepsis management. <p>Other engagement</p> <ul style="list-style-type: none"> • To collaborate with the Innovation and Improvement Advisor in achieving project deliverables. • To market the objectives of ThinkSepsis to consumers and the community.
Key Selection Criteria:	<p>Essential requirements:</p> <ul style="list-style-type: none"> • Clinician with experience in emergency and/or acute medical care. • Team leadership experience • Highly developed organisation and interpersonal skills • Ability to prioritise multiple competing priorities • Ability to effectively communicate and negotiate with internal and external stakeholders • Ability to work autonomously, under pressure and to tight deadlines. • Proven ability to facilitate outcomes.

	<p>Desirable requirements:</p> <ul style="list-style-type: none"> • Tertiary qualification • Project management qualifications and/or experience • Experience in the delivery of rural health care
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols. • We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Just Culture:	<p>All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.</p>
Hardwiring for Excellence Values - Standards of Behaviour	<p>SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as

	<p>reasonably practicable to your supervisor and record on VHIMS reporting system.</p> <ul style="list-style-type: none"> • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Review:	Completion of My Work Plan on a yearly basis.
Date Written	Updated on 17 January 2018
Reviewed:	
Managers Name:	Julie McQueen
Managers Signature:	
Employees Name:	
Employees Signature:	



Application for Employment Form

To be attached to application

The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants curriculum vitae

Position Applying for	
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General Information

Name	
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Address	
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Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>
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Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No

If no, what is your current Visa status – Visa type _____ Expiry date/...../.....

Do you require sponsorship? Yes No

Where did you hear about the position you are applying for?

Newspaper Internet Swan Hill District Health Website

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is casual / relieving unless otherwise indicated.

- 6 months probationary period
- Requirement to work any shift
- Requirement to work in any department (rotation)

Hours of Work – SHDH operates on a 24 hour, 7 day week, 3 shift basis, and you may be called upon to work/relieve on any of these shifts. If you are unable to work any of the shifts, please indicate below:

Unavailable to work: _____

Normal hours of work are 40 in each week worked on an ADO each month. This is only applicable to Full Time employees. Part time employees will have a minimum hours set but may be called upon to work up to 38 hours per week at normal pay.

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice:- (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ Date:/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: hrmanager@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585