



**Swan Hill  
District Health**  
*my hospital*

Respect – Professionalism – Caring – Committed – Collaboration

## 2IC – Safety Quality and Risk

**Minimum .5 EFT - hours negotiable for the right applicant.**

An exciting opportunity exists for a quality orientated person to directly assist our Safety, Quality & Risk Coordinator. The role will involve assisting staff to identify and implement continuous Quality Improvement projects, monitoring risk management strategies, preparing for accreditation activities and assisting in developing in-house capacity.

### **Who are we looking for?**

- Clinical and/or Quality Improvement background.
- Ability to work, autonomously, under pressure and to tight deadlines.
- Exceptional written and verbal communication skills.
- Advanced computer skills,
- Proven ability to facilitate outcomes.
- Ability to develop and deliver training.

### **Swan Hill District Health, 'My Hospital'**

Swan Hill District Health provides a wide range of clinical services including medical and surgical, aged care, community and primary health, emergency, renal dialysis, chemotherapy and radiography diagnostic services.

Work/life balance is what you get working at Swan Hill District Health. As well as lifestyle comes:

- ✓ A professional, committed workforce and highly supportive community
- ✓ Variety in work and a sense of achievement
- ✓ salary packaging available

### **Want More Info?**

For enquiries or a copy of the Position Description please contact Steven Wainwright by email to [hrmanager@shdh.org.au](mailto:hrmanager@shdh.org.au) or by phone on (03) 5033 9315 or 0428 566 093

Applications including the names of three referees should be forwarded to the Human Resources department, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: [hrmanager@shdh.org.au](mailto:hrmanager@shdh.org.au).



<b>Position:</b>	<b>Assistant Safety, Quality &amp; Risk Coordinator</b>
<b>Classification:</b>	<b>.5 to 1 EFT</b>
<b>Department:</b>	<b>Safety Quality &amp; Risk Department</b>
<b>Reports to:</b>	<b>Safety Quality &amp; Risk Coordinator</b>
<b>Position Summary:</b>	<ul style="list-style-type: none"> <li>To assist the Safety, Quality and Risk Coordinator in providing leadership and advice on Risk Management, Continuous Quality Control and Corporate/Clinical Governance to all levels of SHDH.</li> <li>To encourage and support a positive and proactive continuous improvement culture through the promotion of a Just Culture within all departments of SHDH.</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>Assist the Safety, Quality and Risk Coordinator to provide training and information on service improvement, risk management and accreditation for staff at all levels</li> <li>Annual Leave Relief Provide annual leave relief for the Safety, Quality and Risk Coordinator</li> <li>Continuous Quality Improvement Assist Safety, Quality and Risk Coordinator to lead, advise and support staff to identify, design, implement, evaluate, report and monitor quality improvement activities and projects</li> <li>Assist with the collection and analysis of data on key safety and quality issues or areas of concern</li> <li>Assist the Safety, Quality and Risk Coordinator to facilitate preparation for accreditation activities throughout the health service</li> <li>Risk Assist Safety, Quality and Risk Coordinator to lead, advise and support staff to identify, analyse, monitor and control risks</li> <li>Assist Safety, Quality and Risk Coordinator in the management of incidents and feedback by encouraging and supporting managers to undertake investigations and action changes where required</li> </ul>
<b>Qualifications/Skills Experience/Competencies:</b>	<p>Exceptional written and verbal communication skills Advanced Computer Skills Experience/understanding of health care system. Highly developed organisation and interpersonal skills Ability to develop and deliver training</p>
<b>Salary/Award:</b>	Dependent on Experience and Qualifications

<b>Confidentiality:</b>	Maintain strict confidentiality with reference to all matters relating to patients and SHDH business both within SHDH and outside. Each employee has a responsibility to adhere to the Health Service's Confidentiality policy, as it is a condition of employment. Any breach of the rules of confidentiality relating to health service business, patients or medical records will result in disciplinary action and/or dismissal and a possible fine under the conditions of the Health Services Act (Vic)
<b>Infection Control:</b>	Adhere to the Health Services Infection Control Policy and Procedures as detailed in the Infection Control Manual.
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• 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.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>
<b>Person Centered Care:</b>	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.
<b>Safety:</b>	<b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b> Report accidents, incidents and potential hazards promptly. Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. Comply with the Occupational Health and Safety Act and O.H. & S. Policy Procedure Manual. Attend training sessions as required.
<b>Review:</b>	Completion of Performance Guidance and Development Plan on a yearly basis.
<b>Date Written</b>	
<b>Reviewed:</b>	
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	