Position Title: Sub-Regional Partnership Clinical Project Officer
Classification: As per relevant award and experience
Reports to: Sub-Regional Partnership Facilitator
Department: Sub-Regional Partnerships Executive
Award / Enterprise Agreement: As relevant to the incumbent

About Sub-Regional Partnership Collaborative

Bass Coast Health (BCH), Gippsland Southern Health Service (GSHS) and South Gippsland Hospital (SGH) have worked together with the Department of Health and Human Services (DHHS) to develop a Clinical Services Plan which provides a roadmap for the partners to improve the range of health services in the Bass Coast / South Gippsland region. The aim of the Plan is to deliver the types of services our community needs here in the region, decrease duplication of services, fully utilise existing and future health resources and position each health service to grow with a strong emphasis on safe, high quality care.

Implementation plans have been developed for each stream that include Year 1, 2 and 3 actions.

Position Summary

This role has been created to support the ongoing implementation of the Action Plans of the CSP Implementation Plan. The Clinical Project Officer will report to the Sub-Regional Partnership Facilitator and will work alongside Steering Committee members to develop shared systems and processes. The project officer will specifically assist with the following KRA’s.

Key Result Areas

- Common capability frameworks are at various stages of development and implementation, in collaboration with key stakeholders for clinical services.
- Shared competency frameworks are under development for the services across the Sub-region with consideration of how Passports to Practice will be introduced.
- A sub-regional training and development strategy will be developed to strengthen workforce capability.
- A sub-regional support and supervision framework for the workforce will be developed, including exploring placement opportunities across health services.
- A shared Morbidity & Mortality meeting process will be established to facilitate shared learnings across the sub-region.
There will be clearly articulated referral pathways developed within the sub-region and formal clinical pathways established to metropolitan and regional health services.

Agreed sub-regional policies will be developed to facilitate shared credentialing that is in line with AHPRA and other regulatory frameworks.

**Key Selection Criteria**

**Mandatory**
- A commitment to working with sub-regional colleagues
- Tertiary qualification in a health related field

**Desirable**
- Experience in project management and implementation
- Demonstrated ability to work autonomously and as a member of an effective team.
- Highly developed organisational written and interpersonal communication skills including the ability to relate positively to and negotiate with people across the services and fields.
- Current Victorian driver’s licence

**Position Objectives**

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<th>Objectives</th>
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<tr>
<td>To ensure all risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all patients, staff and consumers</td>
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<td>To take initiative to pursue opportunities for quality improvement</td>
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<td>To actively involve patients, consumers and/or carers in quality and safety improvement activities</td>
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<td>To participate in the South Gippsland Coast Partnership Steering Committees and provide a progress report prior to each meeting</td>
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<td>To facilitate the development of specific policies and procedures in relation to equitable access and service provision for consumers</td>
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<td>To be aware of the Statement of Priorities of the three health services and implement relevant strategies to increase service capability</td>
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<tr>
<td>To actively participate and support partnerships with service providers to improve service options and access</td>
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- To contribute to a positive work culture and constructively express your ideas to create a positive working environment
- To ensure consumer participation in future service design
- To participate in any relevant learning and research plans and share innovation and learning with colleagues
- To utilise the three health service websites and social media platforms to raise awareness of service developments
- To meet project budget

**NOTE:**
Statements in this position description are intended to reflect general responsibilities and are not intended to be all-inclusive. Other duties may be required as part of this role.

**Victorian Public Sector Commission Code of Conduct and Values**

Public Sector employees are required to observe the Victorian Public Sector Commission Code of Conduct which promotes adherence to the values prescribed in the Public Administration Act 2004. This Code prescribes standards of required behaviour and should be read in conjunction with this document. The Code of Conduct is outlined in the BCH Code of Conduct Policy.
### Individual Staff Member Accepting the Position Description

I understand, agree to and accept the role as outlined in accordance with this Position Description.

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### Individual’s Manager Reviewing and Agreeing to the Position Description

I understand, agree to and accept the role as outlined in accordance with this Position Description.

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### Executive Director – Approving the Original Position Description

Signed on behalf of Bass Coast Health

| NAME (please print): | SIGNATURE: | DATE: |