

# Position Description



<b>Position Title:</b>	<b>Quality Project Officer</b>
<b>Location:</b>	Malvern
<b>Department</b>	Corporate
<b>Reporting To:</b>	General Manager Planning & Improvement
<b>Main Purpose of Position:</b>	To ensure an understanding of, and compliance with, the National Safety and Quality Health Service Standards (Second Edition)
<b>Number of Direct Reports</b>	0
<b>Decision Making Authority</b>	As per Very Special Kids' Delegation of Authority
<b>Key Relationships</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• General Manager Planning &amp; Improvement</li> <li>• Executive Management Team</li> <li>• Deputy Managers</li> <li>• Office Manager &amp; System Administrator</li> <li>• Clinical staff</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Australian Council on Healthcare Standards</li> <li>• Quality consultant</li> </ul>

<b>Key Selection Criteria</b>	<p><b>Qualifications/ Education Training and Work Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrated understanding and experience in healthcare quality management systems, accreditation, document control and continuous quality improvement activities</li> <li>• Experience in developing and writing policy and procedures within a health care setting</li> <li>• Prior experience in a similar role in a healthcare organisation is desirable.</li> </ul> <p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the National Safety and Quality Health Service Standards (First &amp; Second Editions)</li> <li>• Strong communication skills with the ability to work collaboratively with both managers and clinical staff</li> <li>• Ability to provide staff training on the Standards and present information at team meetings</li> <li>• Excellent writing skills with the ability to write for a variety of different platforms including policies and management reports</li> <li>• Competence using Microsoft Office products including Excel and Word</li> </ul> <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Analytical thinker</li> <li>• Self-directed performer with a can-do attitude who uses their initiative to get the job done</li> <li>• Dependable and outcome-oriented with the ability to effectively prioritise work and meet deadlines</li> <li>• High attention to detail</li> </ul>
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### Key Areas of Responsibility

#### Quality Improvement

#### Key Performance Indicators

Undertake a gap analysis between current VSK processes and the requirements of the National Safety and Quality Health Service Standards (2 <sup>nd</sup> Edition)	Thorough gap analysis completed
Document evidence of compliance with the Standards and develop recommendations for any further work	Evidence log developed and recommendations for improvement identified and documented
Support clinical managers to develop and implement strategies to address any identified gaps in current practice	Improvement strategies developed and implemented to meet accreditation requirements
Develop and update policies and procedures required by the National Safety and Quality Health Service Standards (2 <sup>nd</sup> Edition)	Policies meet operational and accreditation requirements
Prepare documents and materials required to align with the Standards	Supporting documentation meets operational and accreditation requirements
Support the development of data collection systems to capture program outcomes and enable reporting	Data is available to demonstrate quality outcomes
Prepare documentation for, and contribute to, Quality Management and Clinical Risk & Governance Committee meetings	Documentation and information provided supports decision making

Promote a proactive approach to quality and continuous improvement activities	A culture of continuous quality improvement is evident, particularly across clinical areas of the organisation
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### Project Support

### Key Performance Indicators

Support the GM Planning & Improvement to implement service development and improvement initiatives	Support contributes to successful implementation of key initiatives
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### Quality, Safety and Improvement

<p>VSK Employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> <li>• Acting in accordance and complying with all relevant Safety and Quality policies and procedures</li> <li>• Identifying risks, reporting and being actively involved in risk mitigation strategies</li> <li>• Participating in and actively contributing to quality improvement programs</li> <li>• Complying with the requirements of the National Safety &amp; Quality Health Service Standards</li> <li>• Complying with the principles of patient and family-centred care that relate to this position</li> </ul>
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<b>Conditions of Service</b>	
Hours	0.4 - 0.6 EFT (negotiable depending on level of expertise) Flexible work arrangements available with hours and days of work negotiable
Salary Package	Competitive salary, plus superannuation and salary packaging. Consideration will also be given to a contracting arrangement where this is preferable for the right candidate.
Tenure	Nine month contract / engagement
General	Employment with Very Special Kids will be subject to a satisfactory Police Check and a Working with Children Check.

**Privacy Statement: Personal Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.**

<b>Approvals</b>	
Created by:	Kara Briggs, General Manager Planning & Improvement
Approved by:	Michael Wasley, CEO
Date of Last update:	11 June 2019