

Position description

Position title:	Clinical Auditor / Senior Quality Officer
Salary:	TRP \$101,738 per annum including superannuation and the estimated benefit of full optional salary packaging Cash Salary - \$83,945 per annum Superannuation 9.5% of cash salary Gross value of full benefit of optional salary packaging - up to \$9,818
Classification:	Grade 4 (HS4)
Award:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018 – 2022
Hours:	76 hours per fortnight (or 80 hours per fortnight with an ADO every four weeks)
Position tenure:	Permanent full time
Employee benefits:	<ul style="list-style-type: none"> • Access to discounted private health insurance • Salary Packaging (including novated leasing) • Health and Wellness Guidance and Activities
Location:	Sale
Reports to:	Manager Governance
Program:	Governance

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

We place a genuine importance on hiring people who reflect our values. We work hard to reinforce these values every day, ensuring each of our people experiences a positive culture in their teams, regardless of the challenges the work may bring.

Your manager and team will acknowledge and show appreciation for both your achievements and your efforts.

You'll work with people who are positive and optimistic in the attitudes and behaviours they bring to work. This creates a safe and uplifting environment that will constantly motivate you - and those around you - to bring their best to work.

You can learn more about Latrobe Community Health Service at www.lchs.com.au/careers

Scope of role

This role promotes best practice clinical governance and compliance in providing quality and safe care to our clients, while meeting required health standards.

Reporting to the Manager Governance, the Clinical Auditor / Senior Quality Officer is responsible for implementing a clinical auditing framework across the organisation, and conducting and reporting on audit results. Clinical involvement in root cause analysis and in-depth reviews is a large function of the role, as is providing support and oversight to the existing client file auditing functions. You will constantly be required to analyse data and provide concise reports to managers and executives. This role also has a significant responsibility in accreditation and quality review processes across the organisation. In addition, from time to time this role requires you to travel to provide support when required. Individual, on-the-job training will be provided in the use of specific LCHS systems and processes.

Key objectives, duties and responsibilities

Working within the Governance Team and reporting to Manager Governance, you will work collaboratively with all programs to:

Clinical File Auditing (clinical)

1. Develop and manage a clinical auditing schedule across the organisation.
2. Lead and conduct clinical client file audits appropriate to individual programs, as per auditing schedule.
3. Prepare internal reports and recommendations as required.
4. Work within our policies, procedures, schedules and tools to conduct audits.
5. Work to scheduled timeframes and KPIs.
6. Continually investigate and understand standards and compliance requirements relating to client file auditing.

Quality and Continuous Improvement

- Support Manager Governance in overseeing and reporting on activities relating to action or work plans that impact on quality improvement.
- Involvement in the design and implementation of tools and documents that assist workflow and ensure process improvement.
- Provide well informed briefs, high quality written reports and high level advice to Manager Governance and other parties as required.
- Establish and maintain effective relationships with all key stakeholders.

Professional Development

- Participate in staff development opportunities as planned and required.
- Keep up-to-date and report on initiatives relating to healthcare quality and safety.

General

- Keep up-to-date and report on new approaches and initiatives in healthcare quality improvement, accreditation standards, risk management and incident management
- Hold membership and actively contribute to relevant meetings and committees
- Undertake other duties as required, consistent with the skills base of the position

Selection criteria:

Applicants must address the selection criteria for consideration.

1. Demonstrated clinical knowledge and experience in leading clinical auditing and assessment processes at an organisation-wide level.
2. Critically analyse information, including and communicate key points clearly and succinctly both orally and in writing.
3. Understand and identify risk and potential harms in a health setting and escalate findings within the regulatory and risk management framework.
4. Understand and conduct compliance activities within legislative, policy and regulatory frameworks such as Aged Care Quality Standards, National Safety and Quality Health Service (NSQHS) Standards or be able to demonstrate a capacity to quickly acquire this knowledge.
5. Excellent planning, organising and problem solving skills, possessing an innovative outlook to ensure a continual improvement culture.
6. Ability to work effectively as a team member, and liaise and engage with key stakeholders using a collaborative approach.

Job requirements:

Applicants must meet the following job requirements:

Mandatory

1. Relevant tertiary qualification in Health Information Management or equivalent
2. Extensive recent work experience in a clinical unit (health) with a strong clinical knowledge, and understanding of auditing requirements.
3. Current Victorian drivers licence.

Desirable

1. A relevant tertiary qualification in a health related field or qualifications directly related to quality (health), risk management, auditing or data analysis, or compliance roles
2. Experience in conducting incident investigations

Organisation Requirements

1. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker C** and is exempt from immunisation status requirements.
2. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
3. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
4. Prior to appointment, credentialing documentation must be completed and verified.
5. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
6. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved (Job title):	Executive Director Corporate
Date:	14 May 2021

Incumbent statement

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /