

Clinical Audit and Review Coordinator

Award/Agreement	Non Award
Reports to	Senior Manager Clinical Services
Summary of role	In accordance with Resthaven purpose and policies to work in conjunction with Senior Manager Clinical Services and / or other Senior Management, Program Managers and senior clinical staff as appropriate to support the Resthaven Clinical Governance Model for residential and community services.

Key Responsibilities and Duties

Undertake duties in accordance with Resthaven's purpose and values, business practices and policies of Resthaven Incorporated, and perform the following duties:

- Work in collaboration with the Senior Manager Clinical Services and other members of the clinical team/s to complete required duties, including relevant clinical project work.
- Plan and manage projects including development of timelines, key outcomes and milestones.
- Provide project reports and recommendations as required on a regular basis.
- Oversee the Mandatory Aged Care Quality Indicator Program for Resthaven ensuring legislative reporting requirements are met.
- Support clinical effectiveness through oversight of corporate clinical audit system and processes.
- Undertake a clinical review of a resident / client as requested and provide a report detailing findings of the review to support quality clinical outcomes for each consumer.
- Facilitate staff education / training and lead / participate in corporate meetings as requested.
- Contribute to clinical risk management, safety and quality of care as it relates to tasks undertaken to foster learning from adverse events in a structured and systematic manner.
- Line supervision of nominated head office staff.
- Contribute to review of clinical policies, procedures and clinical practice manual.
- Complete other duties as requested.
- Some out of hours work may be required.

Quality and Safety

Responsible for:

- Undertaking all duties in accordance with Resthaven's Quality Management System, policies and procedures
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities.
- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures
- Participating in mandatory Health and Safety training sessions
- Identifying and reporting hazards in the workplace

Privacy and Confidentiality

Responsible for:

- Applying the principles of privacy and confidentiality to all work practices
- Adhering to Resthaven Privacy of Information Policy and Procedure at all times
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff
- Ensuring that any "Confidential Information" that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven's:
 - business or operational interests;
 - methodology and affairs;
 - financial information; and
 - anything else that is notified as being confidential

Other duties as directed by the Senior Manager Clinical Services, commensurate with classification and training

ESSENTIAL CRITERIA**Qualifications / Experience**

- Current registration as a registered nurse with APHRA
- A commitment to the purpose and values of Resthaven and capacity to interpret and translate these into day-to-day work
- Knowledge of and commitment to risk management, continuous improvement and quality management systems
- Knowledge of the Australian aged care system
- Knowledge of clinical governance systems and processes.
- A high level of literacy and report writing skills
- Ability to communicate effectively both verbally and in writing with a range of stakeholders
- Demonstrated ability to work in a changing environment, maintain flexibility, manage competing tasks and meet deadlines
- Well-developed conceptual and strategic thinking
- Demonstrated competency in data and statistical analysis and reporting
- Ability to work with minimal supervision and highly motivated
- Competent in the use of Microsoft Office products, in particular word processing, spreadsheets and presentation software
- Current drivers licence.

DESIRABLE CRITERIA**Qualifications / Experience**

- Nursing specialist qualification or equivalent.
- Experience in working with audit and quality systems
- Knowledge of current aged care standards
- Experience and demonstrated skills in project management: ability to plan, design, implement, coordinate and evaluate projects to required deliverables and timeframes

Acknowledged _____ Date _____
Senior Manager Clinical Services

Acknowledged _____ Date _____
Employee