

Position Description

Position title	Clinical Excellence Partner
Department / Division	Quality Department / Nursing Services
Classification	Grade 7 Level 1 – Grade 7 Level 5 (AO71 – AO75)
Position reports to	Associate Director Quality
No. of direct & indirect reports	NA
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE PURPOSE
The Clinical Excellence Partner is a key member of the Quality Department. The Clinical Excellence Partner leads and supports divisional teams across RCH to implement, embed and exceed minimal requirements of the National Safety

and Quality Health Service (NSQHS) standards. The Clinical Excellence Partner reports to the Associate Director Quality and drives oversight, leadership and improvement opportunities to the various committees that support high quality safe care at RCH. This includes committees that support RCH efforts in meeting the requirements of the Australian Commission on Safety and Quality in Health Care and the eight NSQHS standards and supporting the local areas in preparation of short notice accreditation.

KEY ACCOUNTABILITIES

Organisation and Planning

- Established organisational and planning skills with ability to prioritise workload and competing demands.

Communication

- Identify, promote, and facilitate the development of organisational policies and procedures to support quality and safety improvements including the use of PROMPT.
- Strong writing skills that support report, brief and procedure development.
- Excellent developed verbal communication, interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders.

Customer Service / Stakeholder Management

- Facilitate a strong customer service culture with the demonstrated ability to build and maintain key working relationships across organisation and ensuring a high level of service to stakeholders.
- Demonstrated ability to respond flexibly to individual needs with the ability to develop practical solutions and provide advice in area of expertise.
- Provide advice, guidance and support and ensure compliance with policy and procedures.
- Foster collegiate relationships with external stakeholders.

Teamwork

- Work in collaboration with multidisciplinary teams.
- Demonstrated experience working with initiative, autonomy and leading others in the pursuit of team goals and organisational goals.

Quality

- Contribute to continual quality improvement of committee functions, included but not limited to, terms of reference and committee membership.
- Support local and organisation quality improvements projects that support high quality safe care by facilitating and supporting an environment of continuous improvement.
- Lead participation to ensure ongoing excellence in service delivery and teamwork.
- Lead the ongoing development, review and maintenance of administrative processes and improved communication mechanisms and service delivery, consistent with the principles of continuous improvement.

Administration / Process and Procedures

- Ensure committees supporting national standards have systems in place to monitor RCH progress against the actions within each national standard.
- Ensure committees supporting national standards have active quality improvement action plans.
- Ensure committees supporting national standards actively monitor key performance indicators and ensure timely response and escalation to performance outliers.
- Collaborate with other key members of the Quality Department to ensure key learning and recommendations for review of patient safety and patient experience events are shared, monitored and implemented across RCH.
- Strong understanding of how processes and techniques interact with other related functions.

- Manage administration workflow to ensure optimal outcomes within a timely manner.
- Identify opportunities for innovation and support development of appropriate business cases.
- Develop and implement policies and procedures as required.

Leadership / Strategy

- Actively supports organisational readiness for short notice National Safety and Quality Health Service accreditation.
- Leads the operations of a national standard committee (i.e. Medication Safety, Comprehensive Care & Communicating for Safety and Deteriorating Patient Committee)
- Support the reporting of key information and insights relating to clinical excellence to RCH executive.
- Support sharing and learning opportunities across the organisation to highlight examples of high quality, safe care and support areas where there are opportunities for improvement.
- Contribute to RCH quality systems that support the Operational Excellence – Clinical Governance Framework.
- Ensure timely and relevant reporting to internal stakeholders and external regulatory bodies.
- Contribute to strategic planning of the Department.
- Provide technical leadership in area of expertise.
- Contributes to reporting on key performance indicators.
- Assist with the implementation of key organisation priorities to support quality systems across RCH as directed by Director Quality.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Tertiary qualifications in a related field and/or significant relevant industry experience.
- Proven leadership experience in a team environment and ability to work well as a senior team member.

Desirable:

- An understanding of the healthcare sector.
- Proven experience in the support of accreditation against NSQHS standards.
- Strong project management skills and experience.

KEY SELECTION CRITERIA

- Highly motivated and solution focused.
- Excellent verbal communication and interpersonal skills with the ability to interact with and influence a variety of stakeholders to achieve mutual understanding and agreed outcomes.
- Resilient with the ability to balance and manage high workloads and competing priorities.
- Proficient in Microsoft 365 platforms.
- Excellent organisational and time management skills.
- Proven abilities in data interpretation and report writing.
- Demonstrated ability to work effectively in a team environment.
- Ability to share knowledge with colleagues in a constructive manner.
- Contemporary knowledge of Australian Commission on Safety and Quality in Health Care National Standards and accreditation processes.

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OTHER REQUIREMENTS
<ul style="list-style-type: none"> • Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment • Employees are required to maintain a valid Working with Children Check throughout their employment • A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable) • Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION
<p>All employees are required to adhere to the Royal Children's Hospital Values:</p> <ul style="list-style-type: none"> • Curious - We are creative, playful and collaborative • Courageous - We pursue our goals with determination, ambition and confidence • Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together • Kind - We are generous, warm and understanding <p>RCH COMPACT</p> <p>All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.</p> <ul style="list-style-type: none"> • We do better work caring for children and families when we also care for each other • I bring a positive attitude to work – I share, I laugh, I enjoy other's company • I take responsibility for my behaviour and its impact on others • I am curious and seek out ways to constantly learn and improve • I celebrate the good stuff, the small stuff, the big stuff – it all matters • I speak up when things aren't right • I value the many different roles it takes to deliver great patient care • I actively listen because I want to understand others and make better decisions • I am inclusive and value diversity • When it comes to teamwork, I don't hold back – I'm all in <p>QUALITY, SAFETY AND IMPROVEMENT</p> <p>RCH 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"> • Acting in accordance and complying with all relevant Safety and Quality policies and procedures • Identifying risks, reporting and being actively involved in risk mitigation strategies • Participating in and actively contributing to quality improvement programs • Complying with the requirements of the National Safety & Quality Health Service Standards • Complying with all relevant clinical and/or competency standards • Complying with the principles of Patient and Family Centred Care that relate to this position



The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated	May 2024
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