

POSITION DESCRIPTION

Position:	Project Lead Residential in Reach Grade 4A
Division:	Community Services
Unit:	Clinical Operations
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement
Reports to:	Community Services Manager

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.



VISION




Your Hospital – We care.

MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

VALUES

	<p>Happy: We are positive.</p> <p>We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.</p>
	<p>Empathetic: We are caring.</p> <p>We put our people and our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.</p>

	<p>Accountable: We are committed.</p> <p>We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and every day we make our patients' journey better.</p>
	<p>Respectful: We are open to others.</p> <p>We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.</p>
	<p>Team-based: We are one team.</p> <p>We do our best work when we collaborate within and across teams. Every day we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each other's' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.</p>

POSITION SUMMARY

Develop, implement and coordinate a formal education program that is targeted to Residential Aged Care Facilities & Urgent Care Centres across Sunraysia & surrounding districts. The purpose is to increase workforce clinical confidence & skill development. to reduce the number of preventable admissions & presentations to Mildura Base Public Hospital.

KEY RESPONSIBILITIES AND DUTIES

- Function in accordance with legislation, conducting practice within a professional and ethical framework
- Assume accountability and responsibility for providing a high standard & innovative educational program for the target group
- Liaise & consult with key stakeholders to determine the educational needs & requirements of RACF staff
- The ability to work collaboratively with Residential in Reach, RACF staff & key stakeholders
- Development & design of pre- & post surveys to inform implementation & progress of the project
- Collect & collate data for key stakeholders; MBPH & Murray PHN.
- Analyse & problem solve data to determine service gaps & inform change
- Develop, design & deliver a comprehensive training package that meets the needs of the target group using current & best practice clinical resources & guidelines
- Responsible for an Implement Plan that is sustainable & appropriate for the target group
- Facilitate education sessions & opportunities for the target group; including competency-based skill assessment
- Ability to meet & deliver project timelines & provide reports as required; monthly, 6 monthly & final
- Able to research & utilise educational resources to develop program
- Ability to use PC based software & programs
- Consider budget constraints when designing & delivering the educational program
- Participate in multidisciplinary team meetings

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

Qualifications and experience

Essential:

- Current registration with AHPRA as a Registered Nurse & a minimum of 5 years' clinical experience
- Demonstrated ability to design & deliver education in a health setting
- Demonstrable experience in the provision of project coordination and administrative support including documentation, planning and stakeholder management.
- Demonstrated ability to effectively develop, implement, manage and coordinate processes, applications and initiatives to ensure desired outcomes. Time management skills are essential
- Demonstrated ability to work independently and exercise initiative, innovation and creative solutions.
- Demonstrated highly effective oral and written communication skills to various parties including senior management and stakeholders.
- Demonstrated organisational skills and problem-solving skills & ability to meet timeframes
- Demonstrated evidence of commitment to ongoing education and professional development.
- Demonstrated ability to establish and maintain effective interpersonal relationships with a wide range of people

Desirable:

- Post graduate qualification in a relevant health discipline
- Certificate IV in Training & Assessment
- Experience with working with a diverse range of healthcare and educational groups is advantageous

Personal Qualities, Knowledge and Skills

- Leadership – builds a cohesive team with clarity around goals and accountabilities
- Communication - confidently articulates information to target group
- Interpersonal skills – maintains effective interpersonal relationships with a wide range of people through listening and understanding others' point of view.

- Technology - proficiency in Microsoft Office (Word/Excel/Power point) and the ability to use technology effectively

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check.

Registration with Professional Association

The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.