

Proposed restructure ISLHD Mental Health

Dear Member,

Attached is correspondence the HSU has received from Illawarra Shoalhaven Local Health District regarding a proposed restructure of the Mental Health Services Executive Administration team.

Member feedback requested

The HSU industrial team is currently reviewing the potential impacts of the proposed restructure upon affected employees. We are now seeking feedback, views and comments from our members.

Please review the attached documentation and provide comment and feedback by 22 February. You can submit it by email to edmund.fry@hsu.asn.au with subject line *ISLHD Mental Health*.

HSU organiser and sub-branch involvement

Your HSU organiser will be visiting your workplace shortly and convening a meeting to discuss the matter with affected employees. The HSU is also seeking expressions of interest from members to be part of the consultative process as a workplace delegate in any upcoming USCC meetings regarding this proposal. The most effective way to deal with these kinds of proposals is by taking into account the concerns of the group, agreeing on a way forward and presenting that united position to management.

Please distribute this newsletter to your work colleagues for their information and comments and encourage them to attend the meeting.

Not a member of the HSU? Now is time to join and have your say! You can join online at www.hsu.asn.au/join or call 1300 HSU NSW and join over the phone.

A union's effectiveness and negotiation power depends upon the strength and density of its membership base. Join your work colleagues today by becoming a member of the Health Services Union and help us continue to protect and improve your working life.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

Gerard Hayes
Secretary
Health Services Union
Locked Bag 3
Australia Square NSW 1215

Attention: Edmund Fry, Industrial Officer

Dear Mr Hayes

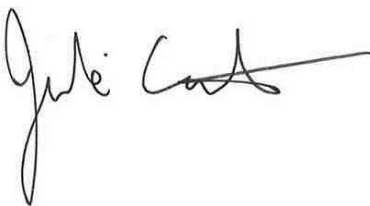
I am writing to advise you of the proposed changes to the structure of the Illawarra Shoalhaven Local Health District (ISLHD) Mental Health Services Executive Administration team, which have the potential to affect your members.

This restructure proposal is due to a recent review undertaken of all non-frontline positions within the Mental Health Service (MHS). The review identified three positions whose functions and responsibilities cross over with a number of other MHS positions and changes to these three positions have been proposed. These changes are outlined within the attached Restructure Plan.

In line with the consultative provisions of the Health Employees Conditions of Employment (State) Award, I am writing to invite you to provide any comments regarding the proposed changes within two weeks of the date of this letter. Alternatively I would be happy to meet to discuss this matter further with your representatives and affected staff. I have met with affected staff today to advise them of the proposed changes and the process to be undertaken.

If you would like to discuss the proposed changes further please do not hesitate to contact me on 4295 2539 or Kirsty Temple, Manager Workforce Support on 4223 8567.

Yours sincerely



Julie Carter
Director
Mental Health Service

Date: 12/02/2019



Health
Illawarra Shoalhaven
Local Health District

Restructuring Plan

Mental Health Service

15 October 2018

Restructuring Plan

1. Reason for the restructure

In line with the ISLHD Financial Sustainability Program, the Mental Health Service (MHS) has completed a review of all roles within the service not responsible for direct clinical care. The review identified three positions, all who are situated within the MHS Executive Administration team, whose functions cross over with a number of other roles.

It is proposed that the positions of Information Services Officer, Manager Corporate Systems Compliance and Safety, and Manager Clinical Quality and Safety are decommissioned.

2. Benefits or likely impact the restructure will have on services

The review identified that some functions of the Information Services Officer (ISO), including MHOAT training, have recently been transferred to the nurse education team. Strengthening of the relationship between the MHS data team and Information Management Unit has created efficiencies resulting in other functions of the ISO no longer being required. Remaining functions will be absorbed by the MHOAT Clinical Governance and Quality Improvement Coordinator.

The review identified that many of the functions of the Manager Corporate Systems, Compliance and Safety (MSCS) and the Manager Clinical Quality and Safety (MCQS) currently overlap and duplication of some functions were acknowledged. Further, overlap with responsibilities of other positions, such as the MHS Patient Safety Officer and Workforce Support Safety Advisor, have been identified. It is proposed that the remaining required functions are incorporated into a single position of Clinical and Corporate Compliance Manager.

3. Number of staff affected

	<i>Position Title</i>	<i>Classification</i>	<i>Location</i>	<i>FTE</i>
1.	Manager Corporate Systems, Compliance and Safety	HSM 3	Shellharbour MHS	1
2.	Manager Clinical Quality and Safety	HSM 3	Shellharbour MHS	1
3.	Information Services Officer	HSM 1	Shellharbour MHS	0.6

4. Current and proposed organisational charts

4.1. Current Structure

See Attachment: ISLHD MHS Org Chart - Current

4.2. Proposed Structure

See Attachment: ISLHD MHS Org Chart - Proposed

Restructuring Plan

5. Current and proposed position descriptions

See Attachment: PD – Information Services Officer

See Attachment: PD – Corporate Systems Compliance & Safety Manager

See Attachment: PD – Clinical Quality & Safety Manager

See Attachment: Proposed PD – Clinical and Corporate Compliance Manager

6. Timetable for implementation

6.1. Consultation with industrial organisations

Action	Timing	Responsibility
Initial communication with HSU and Staff	Once CE approval for the change is received initial communication with the HSU should occur. HSU to be invited to a meeting to discuss proposed changes. Concurrently an email should be sent to all MHS staff advising that a consultation period has commenced in relation to a review of positions in the MHS Executive Administration area.	Manager Workforce, Director MHS
Consultation with HSU	A two week consultation period will commence from the initial communication with the HSU and staff.	Manager Workforce, Director MHS

6.2. Information sessions for staff

Action	Timing	Responsibility
Individual meetings with affected employees	Meetings to occur where required following completion of initial discussions with staff members and HSU.	Manager Workforce, Director MHS

NB: Information sessions for all staff will not be required due to the small number of affected employees

Restructuring Plan

7. Possible effects on EEO groups

N/A

8. The availability of counselling and vocational assessment services for staff

Career counselling and job seeking support available via Converge.

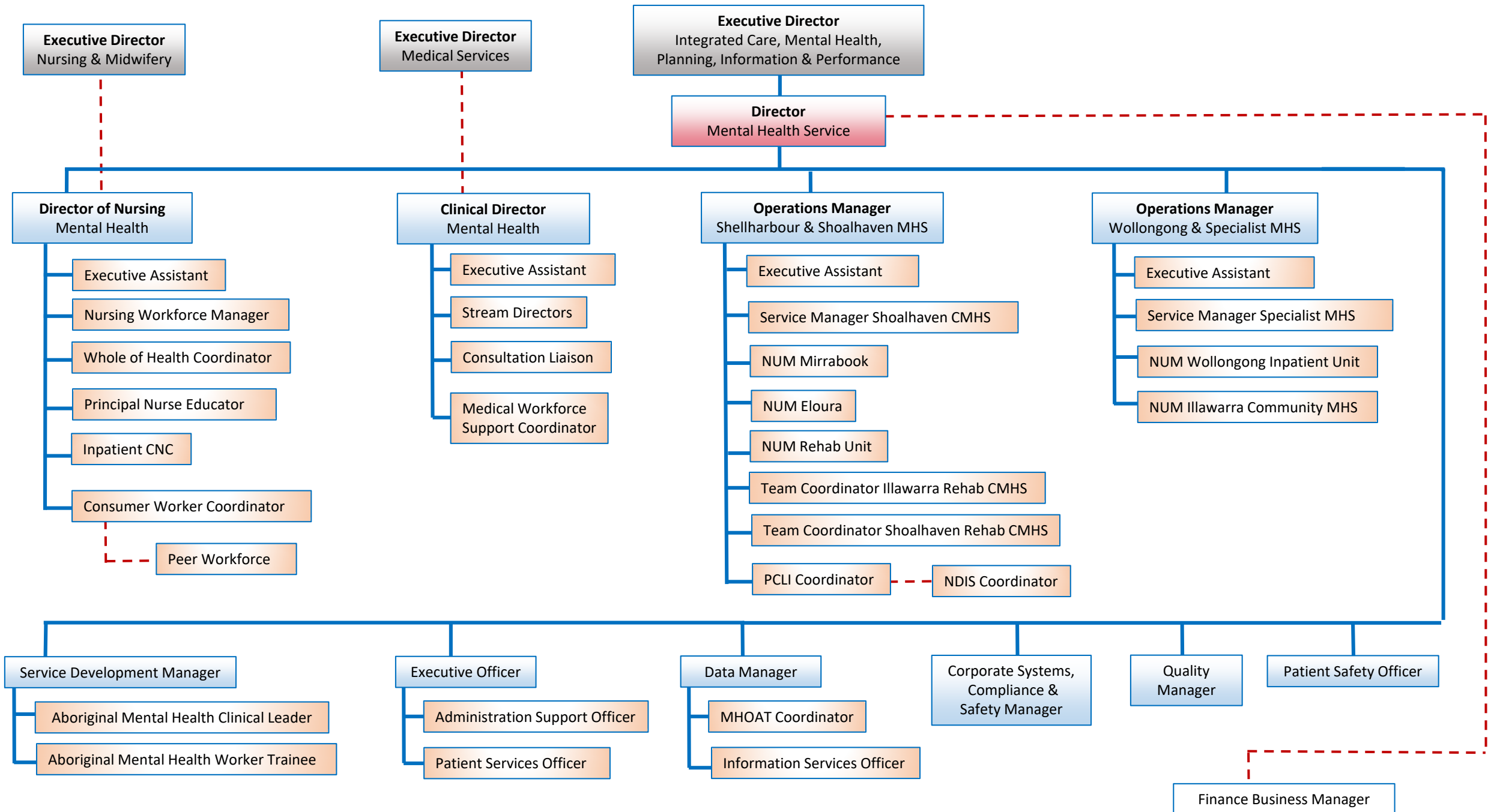
9. Estimated number of staff likely to be redeployed and the number of voluntary redundancy packages that may be offered

It is likely that one affected employee will be successful in competing for the newly created HSM 3 position.

It is likely that two affected employees will not be matched / redeployed into positions in the new structure.

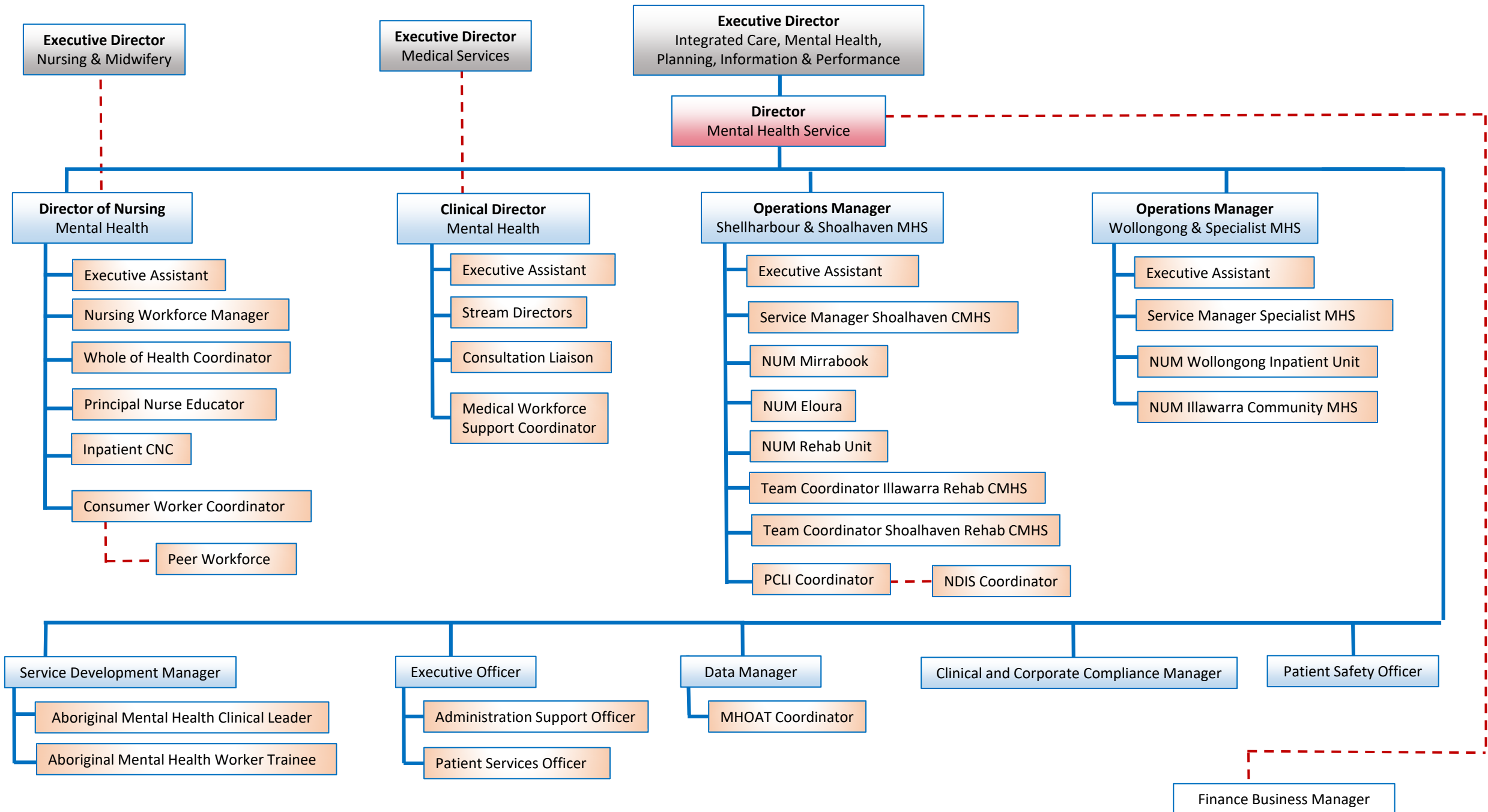
CURRENT ISLHD Mental Health Service Organisational Chart

TRIM Ref: DT17/92726



PROPOSED ISLHD Mental Health Service Organisational Chart

TRIM Ref: DT17/92726



POSITION DESCRIPTION

ISLHD - Information Services Officer Mental Health Services

OUR CORE VALUES

Collaboration, Openness, Respect and Empowerment are more than words - they are living qualities that should underpin all our behaviours and actions. In the Illawarra Shoalhaven Local Health District we can be Healthier Together: Striving for Excellence by living the CORE Values with each other.

CLASSIFICATION	Health Mgr Lvl 1
STATE AWARD	Health Managers (State) Award

PRIMARY PURPOSE	<p>To provide a high level of support and assistance to the Information Development Coordinator, mental health executive; managers and staff of the ISLHD Mental Health Services across a wide range of processes within this multi-functional team with complex processes. Functions include KPI reporting; performance data management, auditing, eMR data systems management and MHOAT for both Inpatient and Community Services across the District.</p> <p>The position is operationally responsible to the Information Development Coordinator, Mental Health Services for all matters associated to eMR Audits and clerical functions, for quality service provision related to performance information services, iPM & eMR systems and health information services utilised and managed across the mental health stream. In addition the role operates under very limited supervision.</p>
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POSITION DESCRIPTION

ISLHD - Information Services Officer Mental Health Services

KEY ACCOUNTABILITIES	<ul style="list-style-type: none">• Assist with the development and implementation of policies, procedures, standards and practices for the mental health stream.• Organisational skills required to co-ordinate daily activities in a complex multi- functional work environment.• Assist with the development and implementation of policies, procedures, standards and practices for the mental health stream• Organisational skills required to co-ordinate daily activities in a complex multi- functional work environment• Meet pre-determined targets and deadlines for all reporting requirements• Establish and streamline procedures to assist with iPM duplicate MRN's affecting the mental health unique patient identifiers (MHUPI) and periodically review current processes to ensure continual improvement.• Maintain and review the mental health intranet site and organise updates as requested• Ensure all clerical functions are provided to teams members within required timeframes• Establish and streamline procedures to undertake monthly audits for staff.
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SELECTION CRITERIA	<ul style="list-style-type: none">• Extensive experience in the use of Microsoft office applications (excel; access & word), internet, intranet and e-mail technology• Knowledge of iPM functionality to assist with identifying duplication of patient medical record numbers.• Knowledge of eMR functionality to assist in conducting regular auditing and data correction• Excellent organisational skills and demonstrated ability to work unsupervised, set priorities, manage conflicting priorities to meet strict deadlines in a high volume, complex work environment.• Demonstrated excellent oral and written communication skills and ability to communicate effectively.• Demonstrated commitment to customer service including but not limited to dealing with staff and representatives at all levels and from a range of professional groups.• Demonstrated capacity to work as an effective team member including the ability to reduce conflict and encourage cohesion.
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KEY CHALLENGES	
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KEY RELATIONSHIPS	WHO	WHY
	Information Development Coordinator/MHS DON/ Director MHS	Provide and receive feedback

POSITION DESCRIPTION

ISLHD - Information Services Officer Mental Health Services

	Multi-disciplinary team	Collaborate regarding client care, consultation and shared decision making to ensure the provision of a quality service.
	Other Government Departments, NGO's, private providers and General Practitioners	Liaise regarding current information, Provide direction as required.

POSITION DESCRIPTION

ISLHD - Manager Corporate Systems, Compliance and Safety

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CLASSIFICATION	Health Mgr Lvl 3
STATE AWARD	Health Managers (State) Award

PRIMARY PURPOSE	<p>This position is responsible for the provision of high level advice and support to the Mental Health Service including the Senior Leadership Team, Service Managers, NUMs and frontline staff in relation to all aspects of Corporate Systems, Compliance and organisational safety, including but not limited to WHS, Disaster Management, organisational safety culture activities and Mental Health Corporate Risk. In addition, this position will work closely with the senior managers to ensure the Mental Health Service complies with corporate goals and priorities in line with ISLHD performance agreement with the Ministry of Health. The position is required to establish and maintain effective relationships and communication with other services across ISLHD to ensure the Mental Health Service is able to meet these objectives.</p> <ul style="list-style-type: none">• Support a positive and proactive safety culture and promote the direction and values of the ISLHD.• Provides leadership into MHS governance processes.• Provides input into MHS risk management strategies, policies and processes, with the aim of meeting standards and meeting legislative requirements.• Provides input into MHS Quality Improvement Activities.• Provide expert advice to stakeholders on matters of systems and process compliance.• Monitor and manage Organisational Risk Management activities in line with corporate policies, including updating the Corporate Risk Register and associated action plans.• Coordinates internal and external reviews and assessments to meet audit requirements.• Manage internal and external audit action plans and improvement initiatives.• Ensure all policies and procedures are current and reviewed on a regular basis in line with risk ratings and best practice activities.• Implement clinical and corporate improvement activities associated with compliance.• In Collaboration with the Quality Manager, implement sustainable systems for collating quality improvement information and documentation on an ongoing basis.• Monitors compliance with relevant standards (e.g. WH&S) and legislative requirements.
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POSITION DESCRIPTION

ISLHD - Manager Corporate Systems, Compliance and Safety

KEY ACCOUNTABILITIES	<ul style="list-style-type: none">• Coordinates and manages the MHS governance processes, identifies the risks of non-compliance and implements strategies to address.• Provides expert advice, consultancy and leadership to MHS staff and facilitates education in regards to governance process, corporate risk management, WH&S, and other clinical and corporate governance processes.• Assist in the interpretation of relevant data and information (e.g. IIMS data, Clinical Indicators, and safe environmental practices) to identify key workplace safety risks and develop mitigation strategies to address these.• Provide a key facilitation role in the design, education, implementation, monitoring and evaluation of safety culture initiatives with both clinical and corporate staff, according to identified priorities.• Advise managers, clinicians and support services on matters related to safety culture.• Develop mechanisms to improve communication of safety, risk and quality related information across the MHS in particular clinical teams and the point of care for service delivery.• Coordinates and manages the collation, analysis, interpretation and documentation of MHS performance and develops strategies in meeting policy standards, guidelines and survey recommendations.• In collaboration with Quality Manager engages staff in continuous quality improvement activities and governance activities relevant to then position.• Maintains excellence in interpersonal skills and use of leadership to guide and support staff in undertaking quality and governance activities.• In collaboration with the Quality Manager implements sustainable systems across the MHS for collating quality improvement information and documentation on an ongoing basis.• Provides input into governance and corporate processes; risk management strategies; and organisational policies and processes with the aim of meeting accreditation standards and enhancing quality improvement activities.• Coordinates internal and external reviews and assessments to meet audit requirements.• Drives cultural change to support governance and quality.• Liaises with other relevant organisations and government departments/agencies to access up-to-date information on the latest developments in all aspects of standards policy, ministerial and accreditation management.• Coordinates the development, implementation and maintenance of a MHS corporate audit plan and a register of corporate audit results.• Provides advice on corporate audit priorities and processes.• Assist in the development of relevant corporate audit tools and processes.• Maintains the MHS corporate risk register and issues
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POSITION DESCRIPTION

ISLHD - Manager Corporate Systems, Compliance and Safety

	<p>register using data from internal and external audits and other means of risk profiling.</p> <ul style="list-style-type: none"> Coordinates and facilitates the planning, implementation, monitoring, and evaluation of the MHS Risk Management Program.
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SELECTION CRITERIA	<ul style="list-style-type: none"> Demonstrated experience in, and working knowledge of, governance processes pertaining to health care service delivery. Demonstrated knowledge and experience in continuous improvement and corporate governance principles and application at a system-wide level. Demonstrated ability implementing risk management at a system wide level. Demonstrated ability to lead and motivate people to achieve organisational goals involving workplace and cultural change. Highly developed communication and interpersonal skills, enabling effective liaison, negotiation and presentation. Highly developed conceptual and analytical skills with the ability to work autonomously and as an effective team member. Current knowledge of the application of the principles and practices of Antidiscrimination, and Work Health & Safety. Demonstrated high-level computer literacy and database skills including the application to quality improvement.
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KEY CHALLENGES	<ul style="list-style-type: none"> Development of consistent processes to support corporate systems and governance across the whole of the MHS. Engagement of MHS managers and staff in corporate systems and governance processes. Linking in with relevant corporate and other governance systems across all of ISLHD. Incorporating corporate governance and compliance into "usual business" across all of the MHS.
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KEY RELATIONSHIPS	WHO	WHY
	Director Mental Health Service	Line Manager.
	Mental Health Service Senior Leadership Team and managers	Position to work closely with managers to fulfil requirements of position.
	ISLHD Corporate Services, ISLHD Clinical Governance Unit, ISLHD Risk Management Unit, Work Health & Safety Team including Workforce	Support for the position at a District level.

POSITION DESCRIPTION

ISLHD - Manager Corporate Systems, Compliance and Safety

	Support Team – Safety Advisor	
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OTHER REQUIREMENTS

- Provides advice, assistance, direction and reporting to staff on the development, implementation and maintenance of Risk Management strategies to enable effective MHS Governance by:
Providing formal reports as directed by the Director Mental Health Service
Provide advice on the process and practice of risk management across both clinical and corporate risk.
- Monitors and evaluates the implementation of risk management actions and provides routine reports to the MHS corporate and clinical governance committees and MHS Executive.
- Monitors the implementation of policies and programs and assesses their impact and recommends appropriate changes and improvements.
- Coordinates and facilitates the development, implementation, and integration of the MHS Work Health & Safety Emergency (Disaster) Action Plan and Audit Schedule.
- Identify clinical and corporate high-risk areas and develop action plans to address.
- Ensures documentation is maintained in accordance with ISLHD Record Management Unit and legislative requirements.

POSITION DESCRIPTION

ISLHD - Quality & Safety Manager Mental Health Service

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CLASSIFICATION	Health Mgr Lvl 3
STATE AWARD	Health Managers (State) Award

PRIMARY PURPOSE	The Quality and Safety Manager within the ISLHD Mental Health Service (MHS) is responsible for the management and coordination of quality and patient safety initiatives and programmes across the MHS. A prime focus of the position is the integration of district clinical governance requirements into the operational and strategic plans for quality and safety within the Mental Health Service.
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KEY ACCOUNTABILITIES	<ul style="list-style-type: none">• Establish and maintain clinical quality processes and initiatives including a lead role in complaints handling, incident review mechanisms and service development activities.• Ensure implementation of recommendations from internal and relevant external reviews eg. ACHS accreditation, State enquiries e.g. Legislative inquiry, Coronial inquiries, Root Cause Analysis (RCA).• Development and maintenance of systems and processes to provide timely clinical quality and safety information.• Plan and coordinate the Mental Health Service response to and participation in quality activities including ACHS National Safety and Quality Health Service Standards Accreditation Program in consultation with the Mental Health Executive and all mental staff.• To act as a resource person for all staff interested in developing quality and service improvement activities who require specialised quality improvement expertise.• Work collaboratively with senior managers and clinicians to ensure that clinical indicator data is used to develop service improvement initiatives where appropriate and supported by indicator data.• Assume responsibility for ensuring that initiatives related to state level programmes are actioned and monitored within the service. This will require working collaboratively with the Clinical Quality Systems Manager from the Clinical Governance Unit.• Maintain a database on quality improvement activities within the service (this can include utilisation of existing databases and systems for this purpose). Regular reports on quality improvement activities within the service should be provided to relevant committees within the Mental
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POSITION DESCRIPTION

ISLHD - Quality & Safety Manager Mental Health Service

	<p>Health Service.</p> <ul style="list-style-type: none">• Maintain a database of recommendations arising from morbidity and mortality review and peer review undertaken within the service. Regular reports concerning themes and the implementation status of recommendations derived from these processes should be provided to relevant committees within ISLHD.• Maintain a database of recommendations arising from the complaint management process undertaken within the service. Regular reports concerning themes and the implementation status of recommendations derived from complaints should be provided to relevant committees within the Mental Health Service and ISLHD.• Assume a leadership role with other key stakeholders in supporting staff to develop prospective projects for inclusion in District, State and National Quality Award forums.• Provide an opportunity for staff to present potential projects in a safe and supportive environment and provide constructive feedback in how projects and/or presentation can be improved in order to meet the requirements of specific quality award programs.• Work with key stakeholders within the Mental Health Service and ISLHD to lead the development of service based quality and safety plans and quality systems assessment plans.• Coordinate and prepare for the NSW Health Patient Experience Survey Action Plans/Evaluations for the Mental Health Service.• Contribute to policy and procedure development within the service in order to support the implementation of clinical and corporate governance systems within ISLHD.• Assist in the identification of risk areas for the organisation and contribute to the development of strategies that effectively manage the identified risk.• Participate in the performance review process, three months after commencement and annually thereafter.
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SELECTION CRITERIA	<ul style="list-style-type: none">• Relevant clinical qualifications (registered psychologist, registered nurse, occupational therapist, social work with eligibility for AHPRA registration) or health information management qualifications with relevant experience in clinical setting.• Demonstrated experience in the implementation and evaluation of clinical quality activities and processes.• Demonstrated experience in managing and coordinating patient safety activities.• Demonstrated experience in the use of mental health or health information systems and reporting mechanisms (eg. IIMS, IPM and eMR)• Proven computer literacy experience in using Microsoft Access, Excel, Word, PowerPoint.
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POSITION DESCRIPTION

ISLHD - Quality & Safety Manager Mental Health Service

	<ul style="list-style-type: none">• Sound working knowledge of the National Safety and Quality Health Service Standards Accreditation Program.• Demonstrated high level written and oral communication and presentation skills.• Unrestricted Class C driver's licence.
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KEY CHALLENGES	<ul style="list-style-type: none">• Facilitate and manage the engagement of key internal and external stakeholders in the implementation of the NSQHS standards.• Maintain a current working knowledge of contemporary issues and practice in quality management and patient safety within the health sector.• Utilise a broad range of performance measurements to review, analyse and advise Mental Health Service Managers of issues to be addressed and make recommendations for short and long term strategies.
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KEY RELATIONSHIPS	WHO	WHY
	Director MHS/MHS DON	Provide and receive feedback
	Multi-disciplinary team	Collaborate regarding client care, consultation and shared decision making to ensure the provision of a quality service.
	Other Government Departments, NGO's, private providers and General Practitioners	Liaise regarding current information, Provide direction as required.

POSITION DESCRIPTION



Health
Illawarra Shoalhaven
Local Health District

ISLHD - Clinical and Corporate Compliance Manager

OUR CORE VALUES

COLLABORATION

OPENNESS

RESPECT

EMPOWERMENT

POSITION DETAILS

POSITION NUMBER	
COST CENTRE	175291
DEPARTMENT	Mental Health Service
LOCATION	Shellharbour
CLASSIFICATION	Health Service Manager Level 3
AWARD	Health Managers (State) Award
VACCINATION CATEGORY	B
EMPLOYMENT CHECKS	<input checked="" type="checkbox"/> National Criminal Record Check <input type="checkbox"/> Working with Children's Check <input type="checkbox"/> Aged Care Check
REPORTS TO	Director Mental Health Service
DOES THIS ROLE MANAGE OR SUPERVISE OTHER STAFF?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If, yes please list reports.
FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per delegation manual <input type="checkbox"/> Other \$ _____ (please specify)

PRIMARY PURPOSE

(max 3,800 characters)

This position is responsible for the management and coordination of quality, compliance, organisational and patient safety initiatives across the Mental Health Service.

The position will provide high level advice to the Senior Leadership Team and Service Managers on corporate systems and process compliance, clinical governance, quality and safety. There will be a particular emphasis on the integration of these into operational and strategic plans within the MHS.

POSITION DESCRIPTION



Health
Illawarra Shoalhaven
Local Health District

ISLHD - Clinical and Corporate Compliance Manager

KEY ACCOUNTABILITIES

(max 3800 characters)

- Provide leadership and expert advice in the development and implementation of quality improvement systems to support clinical and corporate governance and risk management.
- Maintain excellence in interpersonal skills to lead and drive cultural change in the areas of corporate governance, safety and continuous quality improvement.
- Develop and maintain sustainable systems and processes for the collection and review of clinical quality and safety information.
- Work collaboratively with senior managers, clinicians and committees to identify risks and develop mitigation strategies and service improvement initiatives that are supported by safety and clinical indicator data.
- Plan, manage and coordinate internal reviews and audits to support achievement of external review processes such as the ACHS National Safety and Quality Health Service Standards Accreditation Program.
- Ensure implementation of recommendations from relevant internal and external reviews e.g. ACHS Accreditation, Root Cause Analysis (RCA), Legislative and Coronial Inquiries.
- Work collaboratively with the Clinical Governance Unit to ensure that state level programs are actioned and monitored within MHS.
- Collect and report on recommendations arising from internal reviews such as corporate risk, safety, complaints, morbidity and mortality, and peer reviews to inform decision making regarding quality improvement and risk management initiatives.
- Review, update and monitor compliance with relevant policies and procedures to ensure legislative and organisational standards are met.
- Provide a key facilitation role to improve communication of safety, compliance, risk and quality related information across the MHS and in particular clinical teams and the point of care for service delivery.
- Engage staff in continuous quality improvement and governance activities relevant to their position.
- Promote and support staff in the development of quality improvement projects and initiatives for inclusion in District, State and National Quality Award forums.
- Liaise with other relevant organisations and government departments to access contemporary information relating to clinical and corporate compliance, policy, standards and accreditation management.
- Participate in the personal effectiveness and development process, three months after commencement and annually thereafter.
- Perform all other delegated tasks appropriately and in line with grading capabilities.

POSITION DESCRIPTION

ISLHD - Clinical and Corporate Compliance Manager

SELECTION CRITERIA <i>(max 3,800 characters)</i>	<ol style="list-style-type: none"> 1. Relevant tertiary qualifications in health management, business administration, human resources or relevant equivalent work experience, or a combination of study and work experience. 2. Demonstrated knowledge of the legislation, awards and policies relating to the employment and rostering of Medical Officers 3. Strong interpersonal, negotiation and influencing skills and customer service approach. 4. Demonstrated initiative, accuracy, attention to detail and problem solving ability. 5. Demonstrated High Level experience in managing rosters across numerous sites 6. Ability to work autonomously 7. Excellent organisational skills including the demonstrated ability to prioritise and meet deadlines. 8. Ability to travel in accordance with position responsibilities. 								
KEY CHALLENGES <i>(max 3 key challenges – 1,000 character limit in each field)</i>	<ol style="list-style-type: none"> 1. Facilitating the engagement of key stakeholders to incorporate clinical and corporate compliance processes into 'business as usual' across the MHS. 2. Utilising a broad range of performance measurements to review, analyse and prioritise recommendations for short and long term clinical and corporate risk management and compliance strategies. 3. Planning and prioritising high volumes of work with conflicting and critical deadlines. 								
KEY RELATIONSHIPS <i>(Max 3 Internal and 3 External Key Relationships – 200 character limit in each field)</i>	<table> <tr> <th data-bbox="533 1426 1002 1491">WHO</th><th data-bbox="1002 1426 1465 1491">WHY</th></tr> <tr> <td data-bbox="533 1491 1002 1563">Director MHS/MHS DON</td><td data-bbox="1002 1491 1465 1563">Provide and receive feedback</td></tr> <tr> <td data-bbox="533 1563 1002 1675">Multi-disciplinary team</td><td data-bbox="1002 1563 1465 1675">Collaborate and consult to fulfil requirements of the position.</td></tr> <tr> <td data-bbox="533 1675 1002 1861">ISLHD Corporate Services, ISLHD Clinical Governance Unit, ISLHD Risk Managing Unit, Work Health & Safety Team including Workforce.</td><td data-bbox="1002 1675 1465 1861">Support for position at a district level.</td></tr> </table>	WHO	WHY	Director MHS/MHS DON	Provide and receive feedback	Multi-disciplinary team	Collaborate and consult to fulfil requirements of the position.	ISLHD Corporate Services, ISLHD Clinical Governance Unit, ISLHD Risk Managing Unit, Work Health & Safety Team including Workforce.	Support for position at a district level.
WHO	WHY								
Director MHS/MHS DON	Provide and receive feedback								
Multi-disciplinary team	Collaborate and consult to fulfil requirements of the position.								
ISLHD Corporate Services, ISLHD Clinical Governance Unit, ISLHD Risk Managing Unit, Work Health & Safety Team including Workforce.	Support for position at a district level.								

POSITION DESCRIPTION



Health
Illawarra Shoalhaven
Local Health District

ISLHD - Clinical and Corporate Compliance Manager JOB DEMANDS CHECKLIST

Definitions:

***** Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	Sitting	Remaining in a seated position to perform tasks			/			
	Standing	Remaining standing without moving about to perform tasks			/			
	Walking	Floor type: even/uneven/slippy, indoors/outdoors, slopes			/			
	Running	Floor type: even/uneven/slippy, indoors/outdoors, slopes						/
	Bend/ Lean Forward from Waist	Forward bending from the waist to perform tasks		/				
	Trunk Twisting	Turning from the waist while sitting or standing to perform tasks		/				
	Kneeling	Remaining in a kneeling posture to perform tasks		/				
	Squatting/ Crouching	Adopting a squatting or crouching posture to perform tasks		/				
	Leg/ Foot Movement	Use of leg and or foot to operate machinery	/					
	Climbing (stairs/ladders)	Ascend/ descend stairs, ladders, steps, scaffolding		/				
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg	/					
		Moderate lifting & carrying – 10 – 15kg	/					
		Heavy lifting & carrying – 16kg and above						/
	Reaching	Arms fully extended forward or raised above shoulder		/				
	Pushing/ Pulling/ Restraining	Using force to hold/restrain or move objects toward or away from body	/					
	Head/ Neck Postures	Holding head in a position other than neutral (facing forward)	/					
	Hand & Arm Movements	Repetitive movements of hands & arms			/			
	Grasping/ Fine Manipulation	Gripping, holding, clasping with fingers or hands			/			
	Work at Heights	Using ladders, footstools, scaffolding, or other objects to perform work						/
	Driving	Operating any motor powered vehicle			/			

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	Sight	Use of sight is an integral part of work performance eg viewing of X-rays, computer screen			/			
	Hearing	Use of hearing is an integral part of work performance eg telephone enquiries			/			
	Smell	Use of smell is an integral part of work performance eg working with chemicals						/
	Taste	Use of taste is an integral part of work performance eg food preparation						/
	Touch	Use of touch is an integral part of work performance			/			

POSITION DESCRIPTION



Health
Illawarra Shoalhaven
Local Health District

ISLHD - Clinical and Corporate Compliance Manager

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	Distressed people eg. emergency or grief situations		/				
	Aggressive & uncooperative people eg. drug/alcohol, dementia, mental illness		/				
	Unpredictable people eg. dementia, mental illness, head injuries		/				
	Restraining Involvement in physical containment of patients/clients						/
	Exposure to distressing situations eg child abuse, viewing dead/mutilated bodies		/				

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust						/
	Gases Working with explosive or flammable gases requiring precautionary measures						/
	Fumes Exposure to noxious or toxic fumes						/
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						/
	Hazardous substances eg. dry chemicals, glues						/
	Noise Environmental/background noise necessitates people to raise their voice to be heard						/
	Inadequate lighting Risk of trips, falls or eyestrain						/
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						/
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						/
	Confined spaces Areas where only one egress (escape route) exists						/
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground						/
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls						/
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						/
	Biological hazards eg. exposure to body fluids, bacteria, infectious diseases						/