

POSITION DESCRIPTION

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| Position: | Hepatitis Elimination project co-ordinator |
| Directorate | Mental Health |
| Division: | Acute Intervention Services |
| Business Unit: | Alcohol Other Drugs Integrated Treatment Team (AODITT) |
| Enterprise Agreement | Victorian Public Mental Health Service Enterprise Agreement |
| Reports to: | Manager – Alcohol and Other Drugs Mental Health Services |



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and 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.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 6** of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

STRATEGIC OBJECTIVES

Our
Vision

Mildura Base Public Hospital – providing exceptional care

Strategic
pillars

Caring for our community

Aspirational through our
culture

Trusted in our relationships

Sustainable in our
Services

We
achieve
this by...

Ensuring our focus is on person
centred care.

Using best evidence-based
practice to deliver exceptional
care.

Empowering our communities
to manage and improve their
health and wellbeing.

Leading a values based,
accountable, quality & safety
culture.

Continuous improvement of service
delivery and provision of care.
Operating safely and efficiently with
a skilled and effective workforce.

Being an employer of choice,
enabling our staff to be at their
best.

Community have an
understanding of our role and
confidence in our services.

Partnering across sectors to
strengthen our services.

Addressing our communities
shared challenges in partnership
by applying innovative solutions.

Reinvesting in the community
and its wellbeing through
sustainable models of
operations.

Delivering and supporting
shared services to improve
access to the best and right
care.

Strengthening our planning
approach with the patient at the
centre.

PATIENT FOLLOW UP AND RESEARCH

The Hepatitis C micro-elimination project aims to; increase uptake of Hep C testing amongst vulnerable population groups and trace people who have had a previous positive result to determine future goals of care.

POSITION SUMMARY

The Hepatitis Elimination project co-ordinator will have responsibility for the delivery of direct and indirect clinical related care of patients, associated data collection, management of concurrent health care and regulatory management. The role will be overseen clinically by the project directors. Assistance will be provided by the Nurse Practitioner (AOD) for the day to day interpretation of results and advice on complex findings/results.

The successful incumbent will ensure all work is performed in accordance with the project protocols and in line with regulatory, ethical and legal requirements as defined by;

- Good Clinical Practice (ICH-GCP)
- Therapeutic Goods Administration (TGA)
- Note for Guidance on Good Clinical Practice (CPMP/ICH/135/95)
- NHMRC Statement on Ethical Conduct in Human Research
- Applicable state/federal privacy laws; and
- Clinical Trials Standard Operating Procedures and Working Instructions

KEY RESPONSIBILITIES AND DUTIES

Professional

- Practice at all times at a level of competence/experience within current scope of practice to ensure that each participant's health needs are met.
- Develop the role by using evidence-based practice and continuously improving knowledge following training and education guidelines.
- Ensure adherence to MBPH policies and procedures ensuring safe working practices are maintained for both participants and staff involved in the project.
- Ensure participants have consented to their de-identified information being included in the statistics for the project, according to the MBPH policies, Ethical Conduct in Human Research and relevant state/federal privacy laws.

- Analyse and assess each participant's condition to establish the continuing care needs, appropriate action and future participation in the project in consultation with the project directors, AODITT staff, treating GP and relevant Medical specialist as required.
- Report serious adverse events and adverse events according MBPH Riskman system to ensure patient safety.
- Act as a participant advocate at all times.
- Maintain a flexible approach to working hours in order to meet the requirements of project protocols and participant recruitment.
- Demonstrate a commitment to continuing improvement processes and participate in performance review/appraisal.
- Undertake additional training where required in order to acquire the knowledge and skills needed to implement the project.

Project Practice and Management

- Organise own workload to ensure that the interests of the participants and project are met.
- Screen/register appropriate patients for project participation as per agreed criteria, and if eligible obtain consent according to the project policies.
- Follow patients as per protocol and, where necessary, facilitate participant withdrawal from the project to ensure the patient's best follow up and effective achievement of the project goal.
- Provide advice and information to patients to ensure engagement and informed consent.
- Ensure schedules of promotional events and activities are completed.
- Oversee schedule of activities including tracing from old records, pathology, dosing, as per protocol.
- Participate in project monitoring/auditing internally and externally as required in order to meet the requirements of the project.

Communication

- Communicate with the Project Directors, Team Leader (AODITT), and Nurse Practitioner (AODITT) regarding issues that arise regarding participants' treatment and ongoing project participation.
- Ensure effective communication processes with patients, relatives and investigators and CT&R staff to ensure information is appropriately shared for accurate and appropriate implementation of the trial protocol.
- Report adverse events/serious adverse events in a timely effective manner according to the MBPH protocol.
- Participate in team meetings, relevant hospital meetings, external professional meetings/conferences related to Hep C Elimination as appropriate or requested by the Directors or Team Leader AODITT.
- Develop and maintain strong relationships with internal and external stakeholders in order to identify need, respond to issues and promote rapid uptake by patients.

Data Management

This role is required to maintain all forms of data collection as required by the project design including: both paper and electronic, ensuring compliance with state and national data protection and privacy legislation.

- Ensure all patient screening/visit clinical observations are entered into the patient medical record and any relevant database in use at time of engagement to enable access and oversight by the Project Directors.

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

Essential

- Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) or demonstrated experience and understanding of Hepatitis C, disease transmission and broad treatment guidelines.
- Highly developed interpersonal and communication skills
- Highly developed planning and organisational skills, experience setting priorities, implementing improvements and meeting deadlines whilst working under pressure
- Demonstrated ability to work as an effective team member as well as the ability to exercise high levels of independence, judgement and initiative
- A demonstrated understanding of confidentiality, privacy and information handling principles
- Experience in venepuncture and collection of trial specimens from participants is desirable
- A demonstrated ability to work with sensitive information and maintain discretion at all times
- Demonstrated stakeholder relationship skills including the ability to interact with and gain cooperation from internal and external stakeholders

MANDATORY REQUIREMENTS

Registration with Professional Association:

For example, AHPRA, AHRI, etc. 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.

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. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

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.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____



Happy

WE ARE POSITIVE

As an organisation

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.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic

WE ARE CARING

As an organisation

We put 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.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable

WE ARE COMMITTED

As an organisation

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 everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful

WE ARE OPEN TO OTHERS

As an organisation

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.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based

WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' 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.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

"I choose..."
"I care..."
"I prefer..."
"I will..."
"I can..."
"Is there a better way to do this?"

"Can we explore that more so I can understand it better?"
"We will...us...we can..."

LANGUAGE WE DON'T USE

"I have to..."
"I must..."
"If only..."
"Ah well, that is because of XYZ..."
"Our processes do not let us do it"

"Things have always been done this way"
"Them and us"

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

