



BEECHWORTH
HEALTH SERVICE

Position

Community Representative - Clinical Governance Committee

Date:

December 2022

Classification:

Not applicable

Employment Status:

Honorary

Conditions:

Not applicable

Our Vision:

Caring for and working with our community

Our Strategic Intent:

- **Prioritise** services and activities that help people to maintain their independence.
- **Engage** with people living in Beechworth and surrounding communities, to understand their priorities and advocate for better health outcomes for them.
- **Maintain** a focus on consumer needs and interests at all times.
- **Work in partnership** with sub-regional health service providers to ensure residents of Beechworth and surrounding communities have access to the health services they need.

At Beechworth Health Service we behave in a way that: is respectful and reflects equality, encourages participation by all, enhances quality of life, promotes flexibility, acceptance and innovation, adapts to the changing needs and expectations of our clients and the community, and meets the highest standards of quality.

Beechworth Health Service is committed to the promotion of respectful relationships, gender equality and the demonstration of a culture of zero tolerance of violence against women. Staff will complete training in preventing, recognising and responding to violence against women as relevant to their role.

Position Purpose:

To assist the organisation to meet its strategic and operational objectives in relation to quality, safety, and consumer experience of care. The Community Representative - Clinical Governance Committee role will represent the community served by Beechworth Health Service and contribute to the independence of viewpoints on clinical governance matters as described within the Clinical Governance Committee Charter.

Qualifications and Experience:

Skills

- Health literacy
- Understanding of the principles of risk management
- Capability in reading and understanding reports
- Health industry-specific skills and knowledge

Qualities

- Integrity, Objectivity, Accountability, Honesty and Openness
 - Dedication of time and effort
 - An enquiring mind
 - Independence of judgement
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- Favourable NDIS worker check

Experience

- Health care experience as a care provider (professional or otherwise) and / or care recipient
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Reports to: Clinical Governance Committee Chair

Supervises:

- Not applicable

Internal Liaisons:

- Beechworth Health Service Board of Directors
- Clinical Governance Committee Chair
- Beechworth Health Service community
- Fellow CGC members and attendees
- Patients, clients and residents

External Liaisons:

- Community members

Key Responsibilities:

Quality of services

- Participate in the leadership of quality, safety and experience of care auditing management improvement at BHS
 - Contribute to a culture of a quality and safety in care health service
 - Participate in risk prevention and control
 - Promote a commitment to conduct and behaviour of Committees, Working Parties and Project Teams within which the role participates
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Experience of services

- Promote the maintenance of a suitably resourced service for people accessing Beechworth Health Service
 - Acknowledge customer, audit and quality and safety monitoring feedback and escalate issues of concern
 - Encourage the engagement of the consumer in the assessment of resource allocation and management at BHS
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Workforce

- Participate in the review and planning of BHS's workforce framework including credentialing and clinical privileging oversight.
 - Promote and encourage innovative service delivery
 - Assist in the monitoring of BHS culture, and implementation of culture improvement strategies and actions
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Relationships

- Liaise with internal and external liaisons to within the Clinical Governance Committee Charter to assist problem solving
 - Attend and participate in relevant meetings at BHS
 - Present a courteous and respectful image to clients, colleagues, external organisations and other customers / visitors to BHS
 - Develop and foster strategic relationships with key internal partners
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Sustainability

- Contribute to the evaluation of the use of BHS resources and investments
 - Contribute to a culture that promotes the BHS Values
 - Participate in the leadership of risk assessment and opportunity identification for the benefit of BHS
 - Contribute to organisational wide improvement processes including compliance and improvement initiatives
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- Risk Management:**
- Participate in BHS risk mitigation management initiatives
 - To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately
 - Where possible, rectify hazards and notify manager with a view of preventing recurrence.
 - Observe risk management principles, policies and practices through the risk management policy
 - Employ risk management principles and practices in day-to-day duties and functions
 - Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public, including but not limited to reputation, integrity, financial, operational and business continuity risk)
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- Occupational Health & Safety:**
- Ensure corporate services staff and contractors are provided with an appropriate orientation to the organisation and their departments including safety and security aspects.
 - Act as the incident commander as required and assist with training of other staff in emergency procedures.
 - To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
 - To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures
 - To participate in programs designed to monitor and protect the health of staff in their workplace
 - To report as soon as practicable to your Manager:
 - Unsafe equipment , work practices or conditions
 - Potential Hazards
 - Near Misses
 - All injuries sustained whilst in the performance of work duties
 - Damage to Beechworth Health Service equipment or property
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- Accountability and Extent of Authority:**
- Undertake the role in accordance with legislative and funding obligations
 - Undertake the duties of the position in accordance with BHS policies
 - Operate in accordance with Beechworth Health Service's delegated authority
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- Risk Assessment**
- To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately.
 - Where possible, rectify hazards and notify manager with a view of preventing recurrence.
 - Observe risk management principles, policies and practices through the risk management policy.
 - Employ risk management principles and practices in day-to-day duties and functions.
 - Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public.
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- Work Environment**
- Manage demanding and changing workloads and competing priorities
 - Sitting at the computer or in meetings for extending periods of time
 - Working in a team environment
 - Work in locations geographically separated from the main facility
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- Work Activity**
- Commitment to preparing for CGC meetings, participating in discussion and voicing concerns, ideas and opinions on matters before the CGC as appropriate
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- Work Relationships**
- Work within a team environment during CGC meetings and related business
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As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:-**.....

BEECHWORTH HEALTH SERVICE

Clinical Governance Committee

Nomination Form

I,(full name) of

..... Postcode

Phone (BH) (AH)..... Mobile

Fax: Email:

hereby nominate to voluntarily serve as a community representative on the Clinical Governance Committee (CGC) of Beechworth Health Service.

Reasons for nominating:

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Please outline the contribution you believe you can make as a member of the CGC:

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Please list any skills and attributes that may assist with your contribution on the CGC:

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PLEASE NOTE: Members of the CGC will be required to undertake a NDIS Worker Check Check and sign a Confidentiality Agreement.

You may provide a C.V and/ or list referees. (optional)

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Date:

(Signature)