



Is a smoke free workplace

Position Description

Position: **Community Representative
– Clinical Governance Committee**

Date: **1st July 2015**

Employment Status: **Honorary**

Department: **Board of Management**

Conditions: *As per the Appointment and Remuneration Guidelines for Victorian Government Boards, Statutory Bodies and Advisory Committees July 2014*

Accountable to: **Chair Clinical Governance Committee**

OUR ROLE:

Beechworth Health Service (BHS) is the only public hospital within the Indigo LGA. We play an important role in providing health services for our community and collaborate with our larger partners to assist local people to have their health services, or part thereof provided as close to home as possible.

OUR APPROACH:

We deliver on our role by being:

Accessible

Where:

- People wanting to access services at Beechworth Health Service will be able to do so as those services are needed.

- Staff have the requisite skills to be able to provide the planned clinical services
- Technology is utilised to allow for access to services that aren't provided at BHS
- People can access services irrespective of cultural background
- People can access services irrespective of physical capability
- Health services are provided as locally as possible

Collaborative

Where:

- We ensure that care is planned and delivered in accordance with the specific needs of the individual
- We establish formal partnerships with neighbouring health services to support and enhance the continuous health journey
- We work in partnership with community groups to address the health needs of all people within the community
- We are fully engaged with consumers to support their continuous health journey
- We actively seek the involvement of consumers in decisions about its services
- We work with others to implement innovative solutions that deliver the most effective health outcomes

Sustainable

Where:

- We foster the confidence of the community and government through effective and ethical governance practices
- We develop a stable and committed workforce through fair and equitable employment principles
- We manage financial resources in a responsible and efficient manner
- We operate in a manner that minimizes environmental impact
- We explore opportunities to expand our range of services in accordance with the needs and expectations of the community
- We ensure that buildings and facilities are able to meet current and future health needs

We do this through the continual pursuit of:

Excellence – *where we aim higher than the standards that are expected of us in everything we do*

AT BEECHWORTH HEALTH SERVICE WE SHARE THE FOLLOWING VALUES:

Respect

- Being courteous and considerate of the diversity and equality of all.

Unity

- Encouraging participation, collaboration and a common purpose.

Innovation

- Promoting flexibility and the exploration of new ideas and methods in everything we do, to reflect the changing needs and expectations of our community.

Excellence

- Enhancing quality of life while meeting the highest standards of quality, safety and client centred care.

Integrity

- Promoting professionalism and openness through honesty, fairness and ethical behaviour.

1. POSITION OBJECTIVES

The role of an independent member of the Clinical Governance Committee is to provide an independent viewpoint on clinical systems matters as listed in the Clinical Governance Committee Charter, and represent the community served by Beechworth Health Service.

2. KEY RESPONSIBILITY AREAS

2.1. Mandatory

- To live and model Beechworth Health Service values
- Actively promote Beechworth Health Service in a positive manner.
- Uphold the ethical values expected of members of public sector bodies
- Provide advice on:
 - The clinical risk, control and compliance frameworks
 - The Board's external accountability responsibilities as prescribed in the *Health Services Act 1988*, *Health Services (Governance) Act 2000*, *Occupational Health and Safety Act 2004*, and the *Health Professions Registration Act 2005*; Statement of Priorities, Australian Framework for Safety and Quality in Health Care, Victorian Clinical Governance Policy Framework; and
 - The Board's integrity framework

3. GENERAL RESPONSIBILITIES

3.1. Fulfil the duties and responsibilities of the Finance and Audit Committee Charter in the areas of:

- Oversee an effective clinical governance system
- Integrity Oversight and Misconduct Prevention
- Risk Management
- Internal Control
- Performance Management
- Internal Audit
- External Audit
- Compliance; and
- Reporting

4. DESIRABLE

Internal Liaisons

- Chair Clinical Governance Committee

- Clinical Governance Committee Members
- Chief Executive
- Director of Clinical Services
- Quality & Risk Manager

External Liaisons

- Community
- Victorian Auditor General
- Department of Health & Human Services
- Department of Social Services
- Accreditation bodies

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent of the position will be accountable to the Chair of the Clinical Governance Committee and is limited to the provision of independent advice and contributions consistent with the role of the committee as specified in the Clinical Governance Committee Charter.

6. QUALIFICATIONS AND EXPERIENCE

6.1. Skills

- Basic Clinical Knowledge
- Understanding of the principles of risk management

6.2. Qualities

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

6.3. Experience

- Clinical Experience in the public or private sector desirable

An annual appraisal will be conducted by the Finance and Audit Committee Chair
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 Police Check and sign a Confidentiality Agreement.

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

..... Date:
(Signature)