

## POSITION DESCRIPTION

<b>Position Title:</b>	Clinical Research Advisor
<b>Business Unit/Department:</b>	Nephrology
<b>Division:</b>	Western Health at Home
<b>Award/Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
<b>Classification:</b>	HN16 – HN59 0.05 FTE
<b>Reports To:</b>	Head of Units, Western Health Chronic Disease Alliance Manager
<b>Date Prepared/Updated:</b>	4 December 2024

### Position Purpose

The role of the Clinical Research Advisor is to provide expert General Practitioner advice and collaboration for primary care-based projects and research delivered by Western Health and partners. We are looking for a specialist general practitioner to champion projects aimed at improving communication and collaboration between primary care and tertiary care services. In addition to advice on the analysis, reporting and dissemination of findings of Western Health projects in primary care, the Clinical Research Advisor will contribute to the development and implementation of educational activities and associated resources for primary care. This will include work on the Safer Care Victoria 100, 000 lives project. This project is a collaborative project between Western Health and University of Melbourne. It aims to implement the Western Health University of Melbourne partnered, Future Health Today (FHT) clinical decision support software into 40 general practices in the Western Health catchment over a two-year period. The use of FHT by general practice staff will be supported with technical and clinical education, in addition to outreach clinical support to assist in providing best care and practice level quality improvement.

### Business Unit Overview

The Division of Western Health at Home provides a comprehensive range of inpatient, clinic based and home-based services. Our multidisciplinary workforce of over 1,000 employees includes medical, nursing, pharmacy, allied health and administration staff. Western Health at Home services provide care from all Western Health campuses and within patient's homes, including residential aged care, supported accommodation and the custodial setting. The division is rapidly expanding to meet the needs of the community through the delivery of innovative, integrated and patient centred care. Western Health at Home services support patients across the continuum of care with a primary objective to support patients to live more healthy days at home. Our breadth of services, clinics and units work collaboratively to reduce avoidable hospital presentations and support early and sustainable hospital discharges. Through multidisciplinary service delivery, integration with primary care, research and clinical trials our division supports the detection, management and secondary prevention of chronic disease. The division's medical specialties include Renal, Endocrinology and Diabetes, Geriatric Medicine and the General Practice (GP) Integration Unit. Western Health at Home provides a range of acute and subacute services that deliver

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hospital level care within the comfort of a patient's home. These services include Hospital in the Home, Rehab@Home, GEM@Home, Community Based Transition Care Program and Dialysis@Home, which deliver healthcare that would otherwise be provided within an inpatient setting. Western Health at Home's breadth of community-based care and specialty assessment clinics provide comprehensive care to support the management of chronic disease. The division has chronic dialysis units located at all Western Health main campuses and acute units at Sunshine and Footscray Hospital. Western Health at Home manages a primary healthcare service within Dame Phyllis Frost Centre, a maximum-security women's prison located in Melbourne's West. The division is proactive in partnering with primary care to help address the population health challenges of a rapidly growing and diverse catchment through research and innovation and stakeholder engagement. It has led successful primary care-based quality improvement projects including EMAP:CKD, CD IMPACT and Future Health Today. It is home to the Western Health Chronic Disease Alliance formed to encourage and support collaboration with partners, consumers and primary care representatives.

### Key Responsibilities

- Participate in the development, implementation and revision of primary care-based research project plans and human ethics research applications
- Provide input into the data analysis, writing and dissemination of findings in relation to Western Health projects within primary care
- Champion primary care-based projects delivered by Western Health including engaging primary care sites
- Attend key stakeholder meetings on a regular basis
- Work closely with a diverse group of stakeholders including GP liaison Unit, project teams, other speciality services and academic partners in a collaborative manner
- Provide summaries of project findings for the Western Health GP Newsletter
- Assist in the development, co-ordination and delivery of primary care education sessions run by Western Health in partnership with external stakeholders
- Participate in developing department and personal priority goals and objectives consistent with the mission, philosophy and strategic plan of the organisation
- Ensure that any dealings with the media are approved and in accordance with policy, procedure and privacy legislation
- Contribute to creating and maintaining a work climate which is conducive to positive morale and employee growth, development and retention
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Maintain personal qualifications in accordance with continuing certification requirements of relevant medical college or other body
- Comply with Western Health financial systems, policies and processes
- Ensure the ability to receive and return organisational relevant information and communication through phone, and/ or voicemail and email within time limits set by the organisation
- Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health
- Undertake other duties and instructions as provided by the Head of Unit

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Heads of Unit
- Western Health Chronic Disease Alliance Manager
- Other Senior Medical Staff
- Nursing and Allied Health Staff
- Research project managers
- GP Liaison Unit Staff

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- WH Research Governance Staff
- Patient Support and Administrative Staff
- Medical Workforce Unit Management
- Clinical Services Directors
- Divisional Directors
- Executive Director Medical Services

**External:**

- GP's
- Community Health Agencies
- Other Senior Medical Staff
- Safer Care Victoria
- Peak Bodies
- Academic Partners
- Human ethics committees
- Other government agencies including the Primary Health Networks

**Selection Criteria**

**Essential**

- Medical qualification
- Current Australian medical registration
- Credentials for the position
- Relevant clinical experience in general practice and clinical competence required for level of position
- Demonstrated ability to engage collaboratively
- Effective organisational skills, with respect to time management and delegation
- Well-developed written and verbal communication skills
- Displays and expresses a high level of ethics in regard to patients, colleagues and the organisation
- Demonstrates skill and maturity in problem solving, negotiation and conflict resolution
- Demonstrates ability to make decisions and support rationale, clearly communicate decisions to relevant parties
- Maintains confidentiality of patient, institutional and employee information
- Commitment to professional development
- Analyses own performance in accordance with position expectations. Develops goals and implements a plan to meet those goals. Maintains and own knowledge and skills
- Participates in and contributes to committees, teams and projects in keeping with the organisation's strategic goals
- Seeks out and is receptive to feedback from co-workers at all levels for the purpose of growth in the role
- Demonstrated experience in leading or participating in primary care-based quality improvement projects

**Desirable**

- Demonstrated research skills including preparation of human research ethics applications and project plans.
- Knowledge of health issues in relation to Western Health's catchments
- Experience as an advisor to government agencies or other stakeholders for quality improvement projects
- Acknowledgement of Western Health strategic themes

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## Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health.
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.
- When participating in research projects:  
Comply with The National Statement on Ethical Conduct in Human Research  
Comply with Western Health Research Governance requirements  
Maintain up to date ICH Good Clinical Practice certification

## General Information

- Redeployment to other services and sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- Western Health is committed to Gender Equity.
- Western Health provides support to all personnel experiencing family and domestic violence.
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: Click here to enter the Employee's name.

Employee's Signature: \_\_\_\_\_

Date: Click here to enter a date.

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