

## POSITION DESCRIPTION

<b>Position Title:</b>	Clinical Practice Improvement Specialist
<b>Business Unit/Department:</b>	Women's & Children's
<b>Division:</b>	Women's & Children's
<b>Award/Agreement:</b>	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employers Agreement 2024-2028
<b>Classification:</b>	YW17
<b>Reports To:</b>	Maternity Improvement Lead
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	April 2025

### Position Purpose

The Clinical Practice Improvement Specialist (CPIS) position aids in the planning, delivery, implementation and evaluation of clinical improvement initiatives within the Women's and Children's Division at Western Health.

This role works collaboratively on-site across Women's & Children's services to ensure agreed clinical improvement deliverables are achieved in an effective and efficient manner. The CPIS role is responsible for coordinating development and review of departmental clinical policy/procedures/guidelines (PPGs) and embedding evidence-based recommendations into clinical practice to ensure Best Care in Maternity and Gynaecology.

The incumbent will have demonstrated skills in clinical improvement initiatives and a keen interest in clinical practice change including PPG development through:

- Effective leadership
- Effective stakeholder engagement
- Utilisation of improvement methodology
- Monitoring and project management
- Staff development

### Business Unit Overview

The Women's & Children's Division continues to expand and develop to meet the Western region's population growth, care complexities and demand. The division has seen significant growth over the last 4-5 years across all program areas in assisting to meet regional support requirements.

The purpose-built Joan Kirner Women's and Children's (JKWC) Building at Sunshine Hospital, and the delivery of services at Bacchus Marsh Hospital following amalgamation continues to support the growth of the service, with planning commenced for the New Melton Hospital in 2029 providing services for women and children.

### Our Vision

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<p>In 2022/23 in the Women's and Children's Division provided care for:</p> <ul style="list-style-type: none"> <li>• More than 6900 babies born, at Sunshine, Bacchus Marsh Hospital, and at home.</li> <li>• More than 2,020 neonates in our Newborn Services</li> <li>• More than 3,140 women who accessed inpatient Gynaecology services</li> <li>• More than 13,840 women booked appointments in outpatient Gynaecology services</li> <li>• More than 3,830 children admitted to hospital and supported Sunshine Hospital Emergency</li> <li>• Department who saw more than 30,250 children.</li> </ul> <p>The Women's &amp; Children's Division provides care across a number of sites within the Western catchment, including Sunshine, Bacchus Marsh, Melton and Sunbury. The Division collaborates with several other Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care for our community.</p> <p>The Division will continue to innovate and develop more services and model of care options across Western Health to ensure Best Care for the community of Western Melbourne.</p>
<p><b>Key Responsibilities</b></p> <p>The CPIS is responsible for the management of specific projects as delegated and agreed upon with the Maternity Improvement Lead.</p> <p>This role will work collaboratively to implement clinical improvements and concepts that support service developments that are strategic and consumer focused, including:</p> <ul style="list-style-type: none"> <li>• Identify key service and practice improvement requirements and work collaboratively to achieve desired outcomes that maximise patient safety and build a supportive learning culture</li> <li>• Translation of evidence-based best practice into maternity and gynaecology PPGs and implementation into clinical practice</li> <li>• Build and maintain positive relationships with key stakeholders, ensuring adequate consultation and communication</li> <li>• Work with stakeholders to develop and manage clinical service improvement scope, design and planning</li> <li>• Promote a culture of collaborative improvement and innovation</li> <li>• Foster and embed a culture of inclusivity into maternity and gynaecology PPGs and improvement projects</li> <li>• Champion the consumer voice through using co-design methodology, ensuring an excellent standard of service is offered by partnering with consumers at all levels of health care provision, planning and evaluation.</li> <li>• Participate in relevant professional development and continuing education activities to improve and disseminate knowledge and experience</li> <li>• Support clinical teams, project sponsors and stakeholders</li> <li>• Assist in the development of employees by providing supervision, mentoring and coaching where appropriate, to deliver key requirements for service improvement initiatives</li> <li>• Provide progress reports to relevant committees on improvement initiatives and the PPG portfolio</li> <li>• Assist in evaluation to demonstrate the value and impact of the service improvements.</li> <li>• Facilitate the delivery of relevant specific education, training and professional support in relation to each strategic initiative.</li> </ul>
<p><b>Key Working Relationships</b></p> <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Maternity Improvement Lead</li> <li>• Clinical Practice Improvement Specialists</li> <li>• Director of Maternity Strategy</li> <li>• Director of Obstetrics and Gynaecology</li> </ul>

### Our Vision

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- Operations Managers
- Heads of Unit
- Divisional Directors
- Clinical Services Director
- Directors of Nursing/Midwifery
- Nurse/Midwife Managers and Nurse/Midwife In Charge
- Multidisciplinary clinicians
- Educators

**External:**

- Consumers and families
- State and National health services
- Primary care partners

## Selection Criteria

### Essential

- Registration as a Registered Midwife in Australia
- Minimum 3 years post registration experience in midwifery setting
- Demonstrated guideline development skills
- Demonstrated effective written communication skills including negotiation skills
- Demonstrated ability to practice collaboratively within a multidisciplinary health care team
- Ability to work within an evidence based framework
- Innovative, resourceful and adaptable to change
- Effective organisational skills, with respect to time management and delegation
- Well-developed written and verbal communication skills
- Experience in facilitating groups and/or workshops
- Demonstrated computer literacy with Word, Excel and Visio
- Demonstrated reporting skills
- Demonstrated clinical improvement competence, reflecting a can-do approach
- Demonstrated evidence of undertaking professional development activities to maintain and enhance midwifery expertise
- A commitment to high quality, safe and person centred patient care

### Desirable

- Demonstrated experience in the delivery of women's and/or children's specific improvement projects
- Completed course/training in improvement methodology or working towards completion.
- Postgraduate qualification (or working towards)
- Membership of relevant professional organisation(s)
- Knowledge of business, systems and process redesign

## 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

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- 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

### 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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