

POSITION DESCRIPTION

Position Title:	Project Officer (Nurse) - Automated Medication Dispensing Solutions Project
Business Unit/Department:	Automated Medication Dispensing Solutions Project
Division:	Nursing and Midwifery
Award/Agreement:	Nurses & Midwives (Vic Public Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024
Classification:	RN28 Full-time (1 FTE) fixed term until Oct 2025
Employment Status:	
Reports To:	Senior Project Manager – ADS (Operations) Professional Reporting Line: Director of Nursing and Midwifery - Division of Emergency Medicine, Intensive Care Services, Access & Williamstown Hospital
Direct Reports:	None
Date Prepared/Updated:	11 June 2025

Position Purpose

The Nursing Project Officer will work as part of the project team to support key components of project delivery within the Directorate of Nursing and Midwifery. The Project Officer will be responsible for key project deliverables pertaining to the implementation of Automated Medication Dispensing Solutions (ADS) for New Footscray Hospital.

The role will report to the Senior Project Manager – ADS (Operations), and work closely with stakeholders to ensure key project milestones are achieved. The Project Officer will work both independently and collaboratively to support project management, risk/issues management as well as developing and maintaining project documentation.

Duties include but are not limited to providing subject matter expertise on Nursing and Midwifery workflows, information gathering to support ADS system design decisions, current state workflow reviews, future state workflow creation and validation, assisting with any: testing, evaluating workflow changes, developing and conducting training and change management activities and effectively communicating with clinicians.

While the role is intended to provide a focus of subject matter expertise and support to Nursing and Midwifery staff, there will be a requirement to provide support to the other Western Health staff as required.

Business Unit Overview

The Nursing and Midwifery Directorate provides professional leadership to Western Health's nursing and midwifery workforce, supporting professional practice, ensuring high quality, innovative evidence-based nursing/midwifery care to Western Health care recipients. The directorate advances nursing and midwifery research and learning opportunities, supporting the application of innovative research-based approaches with a focus on translating research into nursing and midwifery practice. The Directorate has operational responsibility for the Best Care Governance & Support Division, Nursing & Midwifery Workforce Unit, Infection Prevention, Aboriginal Health, Diversity & Consumer Partnerships and a number of expert nurse consultants.

Western Health Values: Compassion, Accountability, Respect, Excellence & Safety

Western Health aspires to be a values-driven organisation and all employees are required to model the following values in their day-to-day tasks:

- Compassion – consistently acting with empathy and integrity
- Accountability – empowering our staff to serve our community
- Respect – for the rights, beliefs and choice of every individual
- Excellence – inspiring and motivating innovation and achievement
- Safety – working in an open, honest and safe environment

Western Health Focus: 'Best Care'

At Western Health we are committed to high quality, safe and person-centred patient care. The Western Health framework for Quality, Safety and the Patient Experience describes a vision for 'Best Care' for all Western Health patients and sets out the behaviours, strategies and organisational systems needed to achieve this vision.

Key Responsibilities



Clinical expertise

- Contribute to the liaison between the ADS project team and Nursing and Midwifery workforce for all ADS related workflows.
- Provide subject matter expertise and collaborate with, members of the Nursing and Midwifery workforce and other key stakeholders on Nursing and Midwifery workflows
- Role model best practice and reference latest research
- Work closely with the project team to translate communications and stakeholder engagement strategies into specific activities and deliverables that will formulate and contribute to the project Change Management Plan, Training Plan and Communications Plan
- Ensure that the final ADS solution is well understood by all stakeholders involved
- Articulate technical concepts in simple and understandable terms to accommodate technical and non-technical audiences when presenting a problem and proposed solution.
- Identify project issues and escalate to the project leadership team in a timely manner
- Communicate with key stakeholders to facilitate required exchange of information to support project delivery
- Contribute to relevant project documentation including but not limited to Workflow Designs, QRGs, decision logs, Matter For Decisions/Discussion/Information to relevant endorsement committees and ensure project documentation is kept up to date for handover to the ADS system owners at the end of the project
- Support change management throughout the project lifecycle
- Monitor/update task progress on key projects/initiatives to ensure delivery of project outcomes within agreed timeframes
- Manage complex project dependencies and competing priorities
- Undertake other ad hoc tasks and contribute to other initiatives as directed by Senior Project Manager



Leadership

- Build robust working relationships by consulting and engaging with key internal and external stakeholders and support stakeholder management
- Collaborate with, and facilitate stakeholder groups, through formal or informal channels to ensure that stakeholder concerns and requirements are well understood by the project team



Research

- Use evidence to support improvement to consumer care and practice
- Be curious about ways to improve practice and outcomes
- Promote evidence-based practice and share findings at internal and external forums
- Participate in quality and research projects as appropriate



Evidence Based practice

- Act to ensure safety by managing clinical risk and intervene, as necessary, to achieve optimal outcomes for patients/consumers and teams
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities
- Evaluate and update relevant documentation of Nursing and Midwifery workflows as required.
- Work with Nursing and Midwifery staff, and key internal and external stakeholders to understand reporting needs and develop report specifications that align with existing data availability and reporting capability in the context of the ADS system reporting functionality available.
- Test and validate workflows, documentation and solutions within the ADS Project as required
- Assist with the development and maintenance of test plans and scripts and support the identification and resolution of system problems to successfully exit various test stages within the Project as required



Education & Learning

- Exchange and share information with colleagues via informal or formal forums such as huddles, in-services, presentations, education forums, team meetings.
- In consultation with the multidisciplinary team develop, implement and evaluate teaching or learning plans for employees, consumers and their significant others that meet their learning needs and facilitates informed decision making related to the project
- Conduct ADS system related demonstrations and presentations to Nursing and Midwifery staff and other craft groups including the provision of orientation and training to new staff members as required
- Maintain an expert level knowledge of all the workflows related to the ADS system, not limited to Nursing and Midwifery
- Contribute the change management requirements including but not limited to completing change management assessments to prepare the workflow changes in the ADS Project. This includes, but is not limited to, identification of workflow changes, anticipated resistance, evaluate and ensure user readiness, support and engage senior leaders and develop actionable deliverables.
- Conduct ADS system training to Western Health staff as required.
- Actively participate in Go-Live planning and provide 24/7 support during Go-Live as required
- Support the clinical adoption post Go-Live as required

While the role is intended to provide a focus of subject matter expertise and support to Nursing and Midwifery staff, there may be a requirement to provide support to the other Western Health staff and the project team as required.

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:

- Project Director
- Senior Project Managers - ADS
- Nursing and Midwifery Executive Team
- Unit Managers, Associate Unit Managers
- Nursing and Midwifery education team
- Nursing staff
- Divisional Directors and Senior Leadership Group
- Director of Pharmacy
- Pharmacy staff
- Digital Health Team
- Business Analysts
- Digital Technology Services Team
- New Footscray Hospital Western Health Project Team
- Community Hospitals Western Health Project Team

External:

- ADS vendor
- EMR Vendor
- Pharmacy Dispensing Software Vendor
- External health care organisations / agencies

Selection Criteria**Essential**

- Registered Nurse
- Eligible for general registration with AHPRA.
- Demonstrated experience working in a tertiary hospital environment and understanding of clinical workflows in the acute and sub-acute inpatient and outpatient settings
- Clinical background of at least 4 years, with an interest in automation, best practice, innovation, clinical documentation, and Healthcare Informatics.
- Experience working on time-limited projects, in multi-disciplinary project teams
- Knowledge of and experience with Oracle Health EMR or equivalent EMRs.
- Critical thinking, strong analytical and troubleshooting skills to investigate and understand issues along with their clinical implications. You must be able to think laterally as well as logically to provide multiple solution paths to address issues whilst ensuring proactive communication and consensus with stakeholders.
- Possesses well-developed computer skills including the use of Microsoft Visio and Excel.
- Demonstrated experience in change management
- Ability to work both independently and in a complex team environment and to collaborate with external and internal stakeholders.
- Excellent written and verbal communication skills, the ability to communicate effectively with stakeholders within the organisation.
- Strong interpersonal skills with particular emphasis on gaining consensus, facilitation and consultation.
- A strong commitment to quality and excellence and customer focus.

Desirable

- Qualification in project management or relevant tertiary qualification preferably at a Masters level or working towards
- Previous experience in project coordination/management
- A good understanding of system testing processes with the ability to actively participate in testing phases including defect management during system testing processes
- Experience with Automated Dispensing Cabinets
- Previous experience as a Clinical Nurse Educator or Clinical Support Nurse

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

General Information

- Redeployment to other services or 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: _____

Employee's Signature: _____ Date: _____