

# Position Description

Position Title	Clinical Product Advisor
Position Number	30025761
Division	Finance & Resources
Department	Materials Management
Enterprise Agreement	Nurses and Midwives
Classification Description	Nursing Registered
Classification Code	Dependent on Qualifications
Reports to	Director Materials Management
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## **Finance and Resources**

The Finance and Resources Division is responsible for financial functions, including reporting, budgeting, forecasting, performance monitoring and analysis, together with our procurement, materials management and facilities management functions. The division also includes Health Information Services with key roles in medical record management, clinical documentation, freedom of information, and external data reporting requirements. These are essential non-clinical services providing high-quality support, advice, monitoring and compliance functions. The team are focussed on delivering the strategic vision within their responsibilities and on assisting the organisation operationally.

## **Materials Management**

The Materials Management team is responsible for the management of Bendigo Health's supply and loading dock, linen exchange and delivery of mail within the group. The Supply team is responsible for the replenishment and demand management to ward, purchasing and distribution of high quality, cost effective medical supplies to the Bendigo Healthcare Group and several other external healthcare providers within the Loddon Mallee Region.

## **The Position**

The Clinical Product Advisor (CPA) is the responsible for ensuring best value clinical products and equipment are used within BH. The CPA is the key role for the managing evaluation and selection of new or alternative clinical equipment/products through the Clinical Product Evaluation Committee and in accordance with the Clinical Product Evaluation Committee's Terms of Reference

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Provide a Clinical point of contact for all product queries/concerns
- Facilitate improvement in product selection and change management across the organisation
- Work closely with Clinical staff, Business Managers and the Director of Materials Management to identify opportunities to achieve savings in the area of clinical products and equipment
- Working with the Clinical staff, Business Managers and Director Materials Management to investigate, analyse, compile and recommend strategies for the rationalisation and

standardisation of clinical equipment/products across BH and to achieve greater efficiencies. This includes reviewing all contracts awarded by Health Service Victoria (HSV).

- Active involvement and coordination of product trials. This includes all clinical product and equipment trials, and authorising the entry of clinical supplier representatives to within BH.
- To act as a contact point for clinical supplier representatives.
- Coordination of training and education across BH during the introduction or trialling of new clinical equipment or products
- To ensure that all equipment and products not previously used by BHCG are evaluated, costed and results documented and relevant parties consulted prior to their acceptance or rejection for use within BH.
- Provide Product Evaluation representation on behalf of BH to relevant external bodies. (i.e. HSV).
- Provide quotes for equipment as requested and to provide oversight for capital purchases of equipment
- Liaise with the Procurement Director in relation to relevant procurement issues
- Participate in the Clinical Product Evaluation Committee, Skin Integrity Meeting, CPA Forum's and other relevant committees.
- Liaise with our Partners to ensure clinical input into equipment decision making, introduction and education.
- Other duties as directed by the Director Materials Management

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

- 1- Ability to liaise with Clinical practitioners and Supplier representatives.
- 2- Computer literacy in Microsoft applications
- 3- Ability to work as part of a team

### Desirable

- 4- Senior nursing roles in ICU, Emergency or theatre

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Working with Children Check** Bendigo Health has a responsibility to provide a child safe environment. This position is a defined “child-related role” at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

**Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*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. Any elements of this document may be changed at Bendigo Health’s discretion and activities may be added, removed or amended at any time.*