

# Position Description

Position Title	Administration Team Leader
Position Number	30011322
Division	Clinical Operations
Department	Specialists Clinics
Enterprise Agreement	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification Description	Administrative Grade 3
Classification Code	HS3 – HS25
Reports to	Nurse Unit Manager Specialists Clinics
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 5,000 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.

## The Clinical Operations Division

The Clinical Operations Division encompasses acute, allied health, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services. Our Allied Health teams provide a diverse range of programs and person centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

## The Specialists Clinics Department

**Specialists Clinics** The team is part of Bendigo Health's Acute Ambulatory and Critical Care Department. Specialist Clinics (Outpatients) is the referral centre for patients seeking consultation for elective and non-emergency treatment at Bendigo Health's hospital campus as a public patient. Approximately 40,000 patients are seen in the Specialist Clinics annually. The clinics provides a facility for the assessment and management of patients referred for care by specialist physicians and surgeons. The demand for this service is high and, as a consequence, the team caters for a large number of patients. Consultants who attend the clinics specialise or have special interest in a variety of specialties. Including:

- Dermatology
- Endocrinology (Adult and Paediatric)
- Gastroenterology
- General medicine
- General surgery
- Infectious diseases
- Renal
- Ophthalmology
- Orthopaedics
- Paediatrics
- Paediatric surgery
- Plastic Surgery
- Respiratory medicine
- Urology (vasectomy reversal not available)

- Vascular Surgery

## The Position

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The Specialist Clinics Administration Team Leader will provide effective administrative support in the management of clinics which facilitate patient access and specialist care.

The position provides leadership for the administrative team both by direction and role modelling.

The position assists the Nurse Unit Manager to ensure compliance with the Department of Health Specialist Clinics Access Policy and tasks completed are carried out in accordance with established procedures.

This position will demonstrate strong problem-solving skills, including the ability to develop new processes and make improvements to processes and services and support staff through change processes.

## Responsibilities and Accountabilities

### Key Responsibilities

#### ***Strategic Alignment and Organisational Responsibilities***

- Provide leadership to the administrative team, in collaboration with the manager, which supports the Bendigo Health Strategic Plan and compliance with the Specialist clinics in Victorian hospitals - Access policy.
- Meaningfully interpret and communicate the organisations strategic direction and assist to create innovative work practices to assist staff in attaining this objective.
- Facilitate departmental and/or organisational meetings as required.
- Undertake the duties relating to the administration of and the processing involved in Specialist Clinics including the ability to complete Telehealth and Medicare clinics organising, processing and billing in an efficient and timely manner following written guidelines.
- Take overall responsibility for compliance of processes, referrals & bookings into all clinics (including MBS and public funded clinics) and maintain relevant records.

#### ***Leadership/People Management***

- This position will assist in driving towards the development and maintenance of a high-performance culture through strong leadership
- This position will provide leadership, both by direction and role-modelling, that ensures a strong customer focus throughout the administrative team.
- This position will provide regular supervision, training opportunities, coaching, mentoring and guidance to its direct report, including staff performance management where required.
- The incumbent will ensure that the annual performance reviews and mandatory training modules are up-to-date.
- Provide operational oversight of the administrative team's functions, tasks and roles.
- Actively participate in innovation and support the team through the change process. Develop and lead change management in such a way as to support and guide the administrative staff in an environment of continuous change.

- Oversee and implement performance management and/or improvement plans for direct reports, ensuring alignment with organisational goals and professional development objectives.

### ***Technical Accountability***

- Carry out recruitment and rostering including Kronos management which ensures appropriate staffing levels to meet workloads within budgetary constraints
- Organise workflow of administrative staff to ensure all functions are carried out to the highest standard
- Ensure that policies and procedures are understood and adhered to and participate in staff development and training as required.
- Ensure the team achieves accurate data collection and entry and ensure that department of health data requirements are met by collaborating with the Senior Data Administration Coordinator
- Organise administration staff meetings and attend departmental meetings as required

## **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. Demonstrated ability to supervise, support and develop administration staff
2. Previous experience in a Health Care environment.
3. Demonstrated advanced level computer skills specifically in word and excel
4. Experience using IPM
5. Demonstrated ability to actively support innovation and service development as well as an ability to adjust work practices to accommodate change
6. Demonstrated ability to lead a team to provide exceptional service
7. Demonstrated ability to work as part of a team, as well as work independently
8. Demonstrated ability to meet deadlines, schedules and set goals as required

### Desirable

9. Post-secondary qualification in Office Administration and/or a certificate in medical terminology
10. Understanding of TrakCare EPR and DMR

## 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

*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.*