

Position Description

Position Title	Librarian
Position Number	30102409
Division	Clinical Governance
Department	Innovation and Research
Enterprise Agreement	ALLIED HEALTH PROFESSIONALS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021 – 2026
Classification Description	Medical Librarian Grade 2 Year 1
Classification Code	BN5
Reports to	Chief Librarian
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

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.

The Clinical Governance Division

Clinical Governance is focused on upholding patient safety and a high quality of service through leadership, quality improvements, clinical performance, risk management, professionalism and excellent patient care. The division collaboratively provides high quality clinical governance support and advice, both internally and when supporting our regional Health Service Partners.

The Innovation and Research Department

The Research and Innovation team is committed to improving the health of regional communities through investigation, innovation and transformation. Our focus is on knowledge generation, translating evidence into practice and leading health system improvements and innovations. The Research and Innovation unit is a busy, diverse and supportive unit and the team has a wealth of experience and expertise in conducting research and improvement projects within a regional health context.

The Position

This position will assist the Chief Librarian to manage the activities of the library which provides both print and online resources for Bendigo Health staff and students. You will be performing work which requires special knowledge or depth of experience as a librarian in a teaching hospital with university clinical departments on site. The scope of the role can range from providing assistance with literature searches, to provision of appropriate resources and cataloguing of library books and historical records.

Responsibilities and Accountabilities

Key Responsibilities

The Librarian will assist the Chief Librarian in the day-to-day operation of the Library services. Duties will include:

- Applying specialised knowledge and to be in charge of one of more of the following areas:
 - o Computerised information retrieval;
 - o Inter library loans;
- Conducting day to day activities of the library, including shelving, photocopying, circulation duties, mail and processing of new material.
- Conducting literature searches.
- Sourcing articles from other libraries via Gratis and Libraries Australia.
- Updating catalogue records using Liberty Softlink or similar.
- Presentations and training on Library Resources.
- Demonstrating how to do a Literature Search to both individuals and groups.
- Timely retrieval of article requests for staff.
- Assisting with cataloguing of library books and historical records.

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

Qualifications

1. Appropriate degree or tertiary qualification in Librarianship in order to be eligible for professional membership of the Australian Library and Information Association.

Specialist Expertise and Knowledge

2. Knowledge of Liberty/Softlink Library Management System
3. Knowledge of Gratis, LADD and other relevant interlibrary lending systems
4. Knowledge of the Systematic Review process including Databases (Medline, CINAHL Psych Info, Embase), Covidence, Reference Management styles (APA), Reference Management software – (Endnote, Refworks, Zotero).
5. Knowledge of Health related Point of Care tools such as BMJ Best Practice, Up to Date, Therapeutic Guidelines)
6. Experience with software programs, particularly library systems.

Personal Qualities, Skills and Abilities.

7. A personal approach which is positive, enthusiastic, friendly and helpful
8. A willingness and ability to learn
9. Ability to give excellent customer service to both internal and external customers.

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.