

Position Description

Position Title	Risk and Patient Safety Advisor
Position Number	30010179
Division	Quality and Risk
Department	Risk and Patient Safety
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Dependent on qualifications
Classification Code	Dependent on qualifications
Reports to	Manager Risk and Patient Safety
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association (if covered by Nurses EBA) • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Risk & Patient Safety Advisor facilitates best practice risk assessment and investigation frameworks to govern organisational risk management, with a particular emphasis on enterprise and consumer safety risk, risk theming, reporting, and development of recommendations for improvement, and staff training and support to embed positive risk culture and accountability.

Responsibilities and Accountabilities

Key Responsibilities

- Promote a culture of no blame and open reporting.
- Manage a portfolio as directed by the Risk and Patient Safety Manager.
- Consistently administer Bendigo Health's Risk management frameworks (including but not limited to) Risk Management Framework, Adverse Patient Safety Event (APSE) procedures, In Depth Case review guidelines, Falls review frameworks, Mortality Morbidity review framework, including Death Screening while complying with risk monitoring and reporting legislation.
- Build capability in utilising organisational risk frameworks with emphasis on corporate and clinical risk identification, rapid assessment, and risk mitigation through data driven reporting and monitoring, driving improved operations and safe patient care.
- Support managers in time effective procedures for monitoring and reviewing their local level risks while triaging and addressing immediate risk.
- Lead facilitation of Serious Adverse Patient Safety Events (SAPSE) and sentinel events clinical incident reviews.
- Administer risk data bases to a consistent standard, for optimisation of timely and accurate risk reporting and theming.
- Maintain consistent records for monitoring and reporting on Key Performance Indicators (KPI).
- Monitor existing Mortality and Morbidity screening, review outcomes and coroner correspondence
- Work with managers to apply the Risk Management Procedure, helping assess risk levels for inclusion in the Risk Register, and ensuring those risks are acknowledged against the Bendigo Health Risk Appetite statement and monitored over time.
- Work collaboratively with the Consumer Experience Manager to manage and review complaints that relate to APSE and ensure the requirements for SDC & including the impacted consumer in SAPSE review are met.
- Use sound critical thinking skills to analyse data and determine trends and suggest best practice improvements.

Employees are required to carry out lawful directions outlined above or delegated to them

Key Selection Criteria

Essential

1. Degree in health-related science.
2. Demonstrated ability to analyse complex clinical information
3. Proven ability to create a psychologically safe environment
4. Communication skills that influence, engage and negotiate outcomes, while maintaining effective relationships
5. Demonstrated understanding and application of a Risk Management Framework
6. Demonstrated ability to apply system approached methodology to review or prevent adverse events
7. Expertise in data analysis and writing structured, medicolegal considered reports

Desirable

8. Post graduate qualifications
9. Experience with administering VHIMS RiskMan module
10. Dedication to ongoing development

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- 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 Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these

requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

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.