

# POSITION DESCRIPTION

<b>Position:</b>	<b>Community Advisory Committee – Member (Volunteer)</b>		
<b>Position No:</b>	N/A	<b>Level of Authority</b> <small>(as per BRHS Instrument of Delegation)</small>	Volunteer
<b>Division:</b>	Not applicable		
<b>Department/Unit:</b>	Community Advisory Committee		
<b>Reports To:</b>	BRHS Board of Directors		
<b>Time Fraction:</b>	<p>A minimum of approximately 48 hours per annum</p> <p><i>Meetings are usually bimonthly for 2 hours and require pre reading Committee papers.</i></p> <p><i>From time to time there will be working group and / or other key activities which will require a Committee member's participation to contribute to the overall objectives of the committee</i></p>		
<b>Position Tenure:</b>	3-year tenure, with a 6 month probationary period. Successful completion of the probationary period is subject to a review based on alignment with Selection Criteria – as outlined below.		

## BAIRNSDALE REGIONAL HEALTH SERVICE

Bairnsdale Regional Health Service (BRHS) provides multi-disciplinary health services to a growing population of over 44,000 across East Gippsland. In response to an increase in population growth in the region over the last ten years, BRHS is continually increasing its capacity to service the needs of the community. BRHS incorporates a long-established hospital with 51 acute beds, 20 bed sub-acute ward, modern theatre suite, emergency department, 5 bed short stay unit, palliative care and maternity services. Day services include a 9 bed Day Procedure Unit, a newly built 10 chair Oncology/Medical Ambulatory Day Unit and a 9 chair Dialysis Unit. In addition to acute care, BRHS also provides core services through a 90 bed Aged Care facility, full-range of Allied Health Services, Medical Outpatient Services, Home Based Services, including Hospital in the Home, Community Health and a CBD campus offering the community easy access to Maternity Care and a selection of Medical Imaging Services.

## COMMITTEE

The BRHS Community Advisory Committee is a legislated and strategic advisory committee reporting to the BRHS Board of Directors and works to increase consumer, carer and community participation in all facets of BRHS' operations in partnership with the BRHS Board of Directors. It has no executive or operational authority. The committee was established in 2012 in accordance with Government legislation and policy aimed at improving consumer, carer and community participation in Victoria's public health services and is now an Australian wide requirement in the Australian Safety and Quality in Health Services Standards.

## POSITION OBJECTIVE

As a member of the Community Advisory Committee, this role will contribute to the overarching objectives of the committee which are to:

- provide direction and leadership in relation to the integration of consumer, carer and community views into all levels of health service operations, planning and policy development, and
- advocate to the board on behalf of the community, consumers and carers.

## ORGANISATIONAL INFORMATION

### Vision:

Respected leader of outstanding health care

### Role Statement:

To improve the health and wellbeing of the East Gippsland community by providing accessible, high quality and sustainable health services.

### Strategic Objectives

1. Safe, Effective Care
2. Skilled, valued and compassionate workforce
3. Leadership, accountability and a sustainable future
4. The consumer at the centre

### Organisational Principles

#### 1. Progressive

BRHS will ensure that our models of care are evidence based and contemporary and we are leaders of regional health care in a rural environment.

#### 2. Accountable

BRHS will acknowledge our obligations through a culture of honesty, trust and absolute responsibility for its action.

#### 3. Competent

BRHS will demonstrate compassion, proficiency and knowledge as a learning organisation to ensure our care is always safe and effective.

#### 4. Person Centred

BRHS will work in partnership with patients, families and carers to empower them to make informed decisions about their own health and create a positive patient experience.

#### 5. Collaborative

BRHS will establish relationships that enhance the delivery of safe, effective and integrated and high quality health services for the community of East Gippsland.

### Trademark Behaviours

1. Display trust & mutual respect
2. Have courage to change
3. Step up & take responsibility
4. Be positive & support others
5. Learn & apply knowledge

## RESPONSIBILITIES & ACCOUNTABILITIES

### Primary Responsibilities of committee members

The primary responsibilities of committee members is to collectively execute the responsibility of the community advisory committee through its terms of reference including:

- Reflect the perspectives of the community serviced by BRHS, and bring to the community advisory committee knowledge of the opinions and policies of relevant community groups
- Advise board on consumer, carer and community views so they are recognised and reflected in service delivery, planning and policy development
- Identify and advise the public health service board on priority areas and issues requiring consumer and community participation
- Participate in BRHS' strategic planning process
- Contribute to the cycle of review of BRHS' Partnering with Consumers Framework, and monitor the implementation and effectiveness of the associated actions
- Advocate on behalf of the community, including promotion of greater attention and sensitivity to the needs of the disadvantaged, isolated and marginalised consumers and communities
- Facilitate two way communication between consumer, carer and community groups and BRHS
- Participate in the monitoring of the key performance indicators for BRHS' consumer experience
- Participate in the development of BRHS' quality account annual report
- Assist in the identification of development and training needs in relation to consumer, carer and community participation in BRHS, and make recommendations to the board for consideration on how to meet these needs
- Undertake other duties as required by the Chair that are within the scope and skill consistent with the position.

### Strategic Imperatives

- Demonstrate an awareness and understanding of BRHS' strategic plan and contribute to the committee's work plan to achieve organisational objectives.
- Ensure all practices comply with current BRHS policies, procedures and/or guidelines.
- Be familiar with the organisation's principles and demonstrate alignment with the trademark behaviours.
- Demonstrate an awareness and understanding of the BRHS Consumer Engagement strategy to foster person-centred practice.

### Professional Development

- Actively engage in the Committee's annual performance evaluation.
- Maintain knowledge and skills to enable effective contribution to the Committee's purpose.

### Continuous Quality Improvement and Risk Management

- Actively participate and contribute to quality improvement activities, by identifying and making recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery outcomes.
- Adhere to BRHS incident and complaint investigation policies and procedures.

### Information and Resource Management

- Ensure information relating to patients/clients and colleagues is kept private and confidential at all times in accordance with BRHS policy and procedures.

## Communication and Teamwork

- Actively participate in the Committee meetings and other meetings relevant to the role.
- Work in a co-operative and collaborative manner with all committee members to foster a positive and supportive environment.
- Read and review meeting documents to enable proactive discussion.
- Seek support as and if required to enable your input into the activities and meetings.

## Diversity

- Actively participate in developing cultural competence and demonstrate an understanding and empathy with individuals from a diverse range of cultures and backgrounds.

## ROLE REQUIREMENT

<p>A satisfactory National Police Check (no older than 12 months) must be provided prior to commencing the role. <i>(BRHS can provide an application form and administer the process. The cost of the Check will also be borne by BRHS. Please note that a criminal record does not automatically exclude a candidate from being appointed. The outcome of each Check will be duly considered in line with BRHS policy and associated guidelines.)</i></p>	<p>Required</p>
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## COMMITTEE MEMBER SELECTION CRITERIA

### Qualifications and Experience

- Community members are selected to reflect perspectives of the community's consumers and carers served by BRHS and are not appointed as representatives of specific organisations.
- Members preferably have some connection to established formal or informal community or consumer networks, although appointment of individual consumers with capacity to develop such links will also be considered.

### Skills, Knowledge and Attributes

1. Ability to contribute specialist knowledge and expertise by providing consumer, carer and community perspectives
2. Demonstrated ability to inform and/or influence decision making at an appropriate level.
3. Possess a sound understanding of local and regional issues with established strong community networks.
4. Ability to engage positively and appropriately with staff and consumers.
5. Ability to reflect on and represent community issues in a fair and transparent manner, being mindful that community members should not promote individual or personal concerns.
6. Ability to reflect the perspectives of the communities served by BRHS and to bring to the community advisory committee knowledge of the opinions and policies of relevant community groups.

## AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively.

X

\_\_\_\_\_  
Volunteer  
Date

X

\_\_\_\_\_  
Board Member  
Date

X

\_\_\_\_\_  
Volunteer Name (Printed)

X

\_\_\_\_\_  
Board Member Name (Printed)

**Bairnsdale Regional Health Service is a smoke free workplace**

## APPLICATION DETAILS

### For further information please contact:

Aasta Holmes  
EA CEO and Board Secretariat  
Ph: (03) 5150 3414  
Email: [aasta.holmes@brhs.com.au](mailto:aasta.holmes@brhs.com.au)

### Submission of Application:

Applications are to include:

1. A covering letter
2. A separate response to the key selection criteria

Applications are to be emailed to

Aasta Holmes

Email: [aasta.holmes@brhs.com.au](mailto:aasta.holmes@brhs.com.au)

### Application closing date:

Bairnsdale Regional Health Services reserves the right to review and amend this document at its discretion.

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