

Position Title: Clinical Audit, Quality Assurance and Research Officer

Department: XXX Intensive Care Unit

Hours: Part-time (20 hours per week)

Award Classification: Registered Nurse

Terms and Conditions: In accordance with the New South Wales Public Hospital Nurses' (State) Award

Performance Appraisal: By the Director of Intensive Care after three months, annually or as required and on termination of employment

Responsible to (position):

Professional: Director of Nursing

Operational: Director of Intensive Care

Essential Criteria:

- Post Graduate qualification in Intensive Care Nursing or can demonstrate appropriate clinical experience and self directed learning
- Computer literacy. Able to use word processing, spreadsheet applications
- Excellent communication and organisational skills
- Enthusiastic and self directed

Desirable Criteria:

- Experience in coordinating or participating in research activity
- Good knowledge of research design and methods

Primary Function:

The position will be primarily responsible for the organisation, coordination, data collection, and data management for the quality assurance and research activities carried out by the intensive care service.

Basic Objectives:

- To organise and facilitate quality activity data collection and clinical audit within the ICU
- To gain experience in clinical research and the performance of controlled clinical trials
- To collect data for the daily assessment of severity of illness in the ICU, and for the measurement of therapeutic intervention in individual patients

- In conjunction with the supervisors, to develop new projects of general and clinical relevance for Intensive Care
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Major Duties and Accountabilities OR Major Activities and Responsibilities

1. Research Activities

- Be aware of current policies regarding ethical human research (e.g. Therapeutic Goods Administration 1991 Guidelines)
- Consent patients or next-of-kin, supervise and undertake physiological measurements and data collection as per project protocol
- Analyse project data and prepare abstracts for presentation or papers for publication
- Participate in unit research committee
- Coordinate unit research committee meetings
- Maintain a log of current quality/research activities and provide a report to the Unit Research Committee
- Other duties as required, relevant to/consistent with the classification

2. Quality Assurance / Audit

- Assist with the collection of Quality Assurance data
- Provide reports to the Unit Management Committee about Quality Assurance projects

3. Communication

- Assist in the preparatory education of ICU staff prior to the commencement of quality / research activities
- Assist in the communication of the progress / results / findings of quality / research projects to ICU staff
- Participate in unit educational activities
- Attend and present at regional ANZICS/ACCCN meetings

Performance Measurement:

- Accuracy of quality / research information
- Reports completed and submitted on time
- Research protocols maintained and developed

Experience and Requirements:

- At least 2 years clinical experience in intensive care nursing
 - Post graduate qualification in critical care OR relevant research experience OR other relevant qualification e.g. Science Degree
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Other

- The Clinical Audit, Quality Assurance and Research Officer will comply and act in accordance with: The NSW Nurses Act, The NSW Nurses' Registration Board Requirements, The NSW Department of Health Directives
 - Comply with all administrative policies and procedures as determined by industrial awards and agreements, Department of Health policies, and Area Health Service policies, including: Occupational Health and Safety (OH&S); Smoke Free Workplace; Code of Conduct; and Corruption Prevention.
 - Comply with OH&S responsibilities: including taking all reasonable care to ensure the safety of yourself and others in the workplace; reporting any unsafe conditions or equipment; attending educational programs regarding fire, safety and infection control.
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As occupant of this position, I have noted this Job Description and agree with the contents therein. I understand that other duties may be directed from time to time and that I may be required to work in any area under the jurisdiction of the Board of Directors of South Eastern Sydney Area Health Service.

I also agree to strictly observe the Area Health Service policy on confidentiality of patient, personal and staff information or such sensitive or confidential information that I may come across in the course of my employment.

Employee's name: _____

Employee's signature: _____ Date: _____

Manager's name: _____

Manager's signature: _____ Date: _____