1. THE ORGANISATION AND OUR MISSION

St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 6,000 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent’s Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. KEY POSITION DETAILS

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior Research Fellow</th>
<th>Reports to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Medicine and Emergency Services</td>
<td>Director, Emergency Services, EPICentre</td>
</tr>
<tr>
<td>Department</td>
<td>Emergency Practice Innovation Centre (EPICentre), Emergency Department</td>
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<tr>
<td>Industrial Agreement</td>
<td>Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016 – 2020 or its successor</td>
<td></td>
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<tr>
<td>Classification</td>
<td>HS4</td>
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</table>

3. LOCAL WORK ENVIRONMENT

The Emergency Practice Innovation Centre (EPICentre) is the academic unit of the Department of Emergency Medicine, St. Vincent’s Hospital Melbourne. The EPICentre supports clinical and non-clinical research related to emergency medicine in particular critical care, complex patients, alcohol and drug related issues and patient flow.

As the practice of emergency medicine interacts with nearly all other specialties, researchers of the EPICentre enjoy multidisciplinary collaborations with staff at the University of Melbourne’s School of Nursing, and Department of Medicine, and a range of departments at St Vincent’s Hospital.
including but not limited to Palliative care, Addiction medicine, Psychiatry, Intensive Care and the Medical Education Centre.

4. POSITION PURPOSE

The Senior Research Fellow is responsible for the coordination and development of the EPICentre’s research program across SVHM. It is a position of leadership which requires the incumbent to work both independently and in close association with the Medical Director of EPICentre to achieve the strategic goals of the EPICentre and the Department of Emergency Medicine. The Senior Research Fellow will work closely with the Epicentre Committee to achieve both research and quality goals for the department. The position links with the research activities of the University of Melbourne Department of Medicine and departments of SVHM. A substantial part of the role entails supervision of junior research staff, research and post-graduate students.

5. POSITION DUTIES

- Build relationships that facilitate research, communicating information and provide leadership
- Deliver results by processing details, structuring tasks, and driving success
- Use effective problem solving techniques to evaluate problems, investigate issues, and create innovation
- Develop processes, systems and tools relevant to the research environment which permit the assessment of risks and opportunities
- Foster a culture that is safety focussed
- Monitor and manage clinical and budgetary constraints for each research project
- Integrate risks, opportunities, and quality and safety goals into planning, budget setting and performance monitoring
- Establish mechanisms to foster a research culture across the Department of Emergency Medicine and within the EPICentre
- Identify, coordinate, and circulate information regarding new research initiatives and funding opportunities
- Provide expert guidance, advice and feedback in relation to the development and ongoing implementation of evaluation and research projects
- Identify and discuss opportunities, needs and directions for research and evaluation with collaborators and clinicians of the Department of Emergency Medicine
- Facilitate collaboration and effective communication between internal and external stakeholders (eg, Research staff, Universities, Masters and PhD students, external agencies)
- Monitor the progress and ongoing implementation and evaluation of research projects conducted by the EPICentre or in liaison with the EPICentre or Department of Emergency Medicine
• Provision of supervision to research project staff and students undertaking research
• Research projects and findings are publicised and communicated in a variety of forms and forums
• Work closely with emergency clinicians when requested to develop and implement frameworks for evaluating the quality of emergency department activities
• Regular attendance and input into individual departmental quality working parties to assist with evaluation of quality projects and identify opportunities for shared projects
• Establish relevant evaluation methodologies using both qualitative and quantitative techniques
• Demonstrate effective communication with key stakeholders in relation to each evaluation project, including information regarding the aims of the project, interviews, focus groups and reporting back of results
• Synthesis of data and statistical analysis into recommendations for future service development
• Monitor the quality and integrity of research undertaken by research personnel and staff ensuring that research protocols are followed
• Provide direct feedback to research personnel regarding performance in implementing specific projects and interacting with others in the research context; participate in periodic performance appraisals as required
• Participate in the recruitment of staff as required
• Provide educational material to emergency medicine and EPICentre staff as needed
• Identify knowledge gaps of staff with respect to research methodologies
• Consult with EPICentre staff and students, in relation to relevant projects, to assess data requirements and identify sources of data and appropriate methods of analysis
• Develop an understanding of the Patient Administration System (PAS) to facilitate the extraction of data as required i.e. using PAS reports
• Establishment of data collection methods where this data is not currently collected, to support evaluation and research projects
• Use IT skills and statistical analysis knowledge to effectively analyse data

6. INCUMBENT OBLIGATIONS

General

• Perform the duties of the position to the best of their ability and to a standard acceptable to SVHM
• Comply with all SVHM policies, procedures, by laws and directions
• Comply with all SVHM requirements, policies, procedures and directions
• Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
• Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
• Participate in the annual SVHM performance review process
• Display adaptability and flexibility to meet the changing operational needs of the business
• Comply with applicable Enterprise Bargaining Agreement provisions
• Display a willingness to develop self and seek to improve performance
• Maintain skills and knowledge necessary to safely and skilfully undertake duties
• Take personal responsibility for the quality and safety of work performed
• Recognise the relationship between clinical and non-clinical functions in the achievement of optimal safety and quality care
• Take all necessary care and precautions in the performance of duties
• Participate in risk management and continuous quality improvement activities as part of day-to-day work

Health and Safety
• Attend general hospital orientation within 3 months of commencement
• Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
• Report incidents and accidents and collaborate with management to resolve safety issues
• Complete required Fire and Emergency Training annually
• Complete required Workplace Culture and Equity Training annually

7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)

The incumbent of this position will be expected to possess the following core capabilities:

<table>
<thead>
<tr>
<th>Capability</th>
<th>Demonstrated behaviour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td></td>
</tr>
<tr>
<td>Personal effectiveness</td>
<td>Takes responsibility for accurate, timely work results</td>
</tr>
<tr>
<td>Learning Agility</td>
<td>Identifies personal development needs and seeks information from a range of sources</td>
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<tr>
<td>Outcomes</td>
<td></td>
</tr>
<tr>
<td>Patient/Resident/client centred</td>
<td>Strives to meet and exceed expectations, demonstrating sound judgement</td>
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<tr>
<td>Innovation and Improvement</td>
<td>Contributes to improvement by reviewing strengths and weaknesses of current processes</td>
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<tr>
<td>Strategy</td>
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<tr>
<td>Driving Results</td>
<td>Manages own work load to deliver results</td>
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</table>
Organisational Acumen

<table>
<thead>
<tr>
<th>People</th>
<th>Working with and Managing others</th>
<th>Collaboration</th>
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<tbody>
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<td></td>
<td>Understands the interdependencies between units/departments</td>
<td>Takes responsibility for ensuring productive, efficient teamwork</td>
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8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Relevant undergraduate degree in the Health Sciences or a related discipline
- Doctor of Philosophy

8.2 OTHER ESSENTIAL REQUIREMENTS

- Commitment to the values and health care philosophy of the Sisters of Charity
- Comprehensive knowledge of research methodologies including study design and statistical analyses
- Demonstrated experience for identifying, developing and conducting research in an acute health care setting
- Demonstrated experience with requirements of project management including budget management
- Excellent computer skills, including the use of statistical software packages (eg SPSS) and Microsoft Office Suite
- Demonstrated ability to conduct research with considerable autonomy in an applied setting
- Excellent written communication skills including writing for a range of academic audiences
- Ability to manage large databases and a commitment to adhering to associated quality assurance processes
- Demonstrate ability to ability to work in a team and collaboratively with key stakeholders
- Demonstrated ability to communicate effectively with staff at various levels
- Previous experience applying and interpreting advanced statistical procedures
- Experience working with clinicians

8.3 OTHER NON ESSENTIAL REQUIREMENTS

- Experience in the emergency medicine environment
- Experience in financial management of research projects
- Experience with research submissions and publication
9. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

10. AGREEMENT

General:

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

Name: 

__________________________________________________________

Signature: 

__________________________________________________________

Date: 

__________________________________________________________