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## COVID-19 CLINICAL RESPONSE COORDINATOR

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**JANUARY 2021**

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<b>Location:</b>	Parkville
<b>Division:</b>	Clinical
<b>Classification / Salary range</b>	\$115 000 - \$135 000 per annum (pro-rata) commensurate with skills and experience of successful applicant
<b>Employment Type:</b>	Full-time, fixed term position available for six months, with possibility of extension.
<b>Position reports to:</b>	Manager - Clinical Quality and Safety reporting through to the Director of Nursing

### 1. POSITION SUMMARY

Reporting to the Manager of Clinical Quality and Safety, the COVID-19 Clinical Response Coordinator is responsible for implementing COVID-19 responses across all of Orygen's areas, as determined by the COVID-19 Lead and Director of Nursing.

The position will actively participate in planning, responding and implementing changes for all aspects of COVID-19 responses and foster a culture of clinical quality and safety, with emphasis on the wellbeing and safety of staff, clients, and family and friends. The position will also be focused on the maintenance of safe services across all areas, but particularly clinical services. The overall combined services have approximately 600+ staff. This role will also provide support to clinical leaders with the development and implementation of a business continuity plan.

Subject to broad direction and working with a considerable degree of autonomy, the successful incumbent will have proven project management skills and will be responsible for receiving all COVID-19 notifications, managing clearance for return to work, tracking and tracing any workplace contacts, and other diverse activities that may arise. Their work will take place with a range of critical staff across sites and within the overall organisation as required.

### 2. POSITION CONTEXT

The COVID-19 Clinical Response Coordinator will be based out of our state of the art facility in Parkville, but will work with all sites and all programs of Orygen. The position will work together with People and Culture to ensure all of our occupational health and safety obligations are met and in addition will work closely with the COVID-19 Lead (the Chief Operating Officer) to ensure communication and compliance with the public health directions are updated and enacted.

The COVID-19 response for staff employed in Royal Melbourne Hospital's Orygen Specialist Program is managed via the Royal Melbourne Hospital infection control team. From time to time this position will need to liaise with them also, particularly given shared sites, and Orygen-managed sites.

The Primary Clinical Services program operates from our five headspace centres located in Craigieburn, Glenroy, Melton, Sunshine and Werribee and also the Orygen Parkville Hub. Primary Clinical Services is accredited against the National Standards for Mental Health Services, has met requirements against the headspace Model Integrity Framework and has general practice medical accreditation with Australian General Practice Accreditation Ltd as required.

Orygen's Specialist Clinical Services employs approximately 350 staff and is split into two regions, based primarily out of Parkville and Sunshine, with an inpatient facility based at Footscray and a soon to be opened YPARC at Parkville. The program is accredited against the National Safety and Quality Health Service Standards.

This new position will provide co-ordination and deliverables for the COVID 19 responses across all programs, working in close partnership with the Covid Lead, the Manager Safety and Quality, the Director of Nursing and Orygen's Occupational Health and Safety Advisor and members of the COVID 19 Response Team.

### 3. ABOUT ORYGEN

**VISION:** Young people to enjoy optimal mental health as they grow into adulthood.

**MISSION:** Reduce the impact of mental ill-health on young people, their families and society.

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people. Working side-by-side with young people, our partners and one another, we're redefining what's possible in global research, policy, education and clinical care. Find out more on our [website](#).

headspace is the National Youth Mental Health Foundation providing early intervention mental health services to 12-25 year olds, along with assistance in promoting young peoples' wellbeing. This covers four core areas: mental health, physical health, work and study support and alcohol and other drug services. Find our more on the headspace [website](#).

We are a complex organisation. Our workforce is diverse and includes:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by NorthWestern Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen.
- A knowledge transfer program drawing on Orygen's research and clinical expertise provides an array of resource and workforce development including providing online and face to face training for the mental health workforce both nationally and internationally.
- A policy think tank drawing on Orygen's research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government and other policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

## 4. KEY RESPONSIBILITIES/OUTCOMES

The COVID 19 Clinical Response Coordinator will:

- Develop and implement a clinical services business continuity plan.
- Track and Trace staff, young people and family notifications in line with Government directions.
- Notify effected parties.
- Clear staff for return.
- Track the Victorian and Australian Governments' response to COVID-19 and attempt to be prepared ahead of changes and new implications for Orygen's services and staff.
- Support the Organisation with all aspects of COVID response to ensure changes are implemented in a timely manner.
- Work with the COVID Lead and the Director of Corporate Services to ensure that operational aspects of responses are able to be applied at each service location. This could include, masks, PPE other equipement and cleaning protocols equipment etc.
- Write policies, procedures, guidelines and tools for COVID responses, as required (including updating flow charts, screening tools and staff guidance), in conjunction with the relevant functional teams.
- Work with the COVID Lead and the Communications team to ensure timely communication to all staff .
- Attend the COVID Response Team Meeting and and Clinical COVID response meetings.
- Work with the Covid Lead and the other key staff to ensure Orygen complies with all COVID requirements and legislation.
- Ensure the COVID 19 responses and implementation align with the directions and strategies of Orygen, North Western Mental Health (NWMH), Royal Melbourne Hospital and the University of Melbourne where required.
- Ensure compliance with any Department of Health and Human Services (DHHS) and Office of the Chief Psychiatrist initiated reviews and any legislation requirements.
- Ensure staff are educated about relevant clinical safety, quality and infection control standards.

## 5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

### Formal Qualification(s) & Required Registration(s):

#### Registered Psychiatric Nurse:

- Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
- Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.

#### Essential:

- Have a superior understanding of clinical programs
- Have a good understanding of how changes can impact on clinical risks for young people, families, staff and those who undertake work on behalf of Orygen
- Have a strong attention to detail
- Be able to prioritise and work under pressure
- Be able to work autonomously
- Excellent written and verbal communication, interpersonal and presentation skills
- High level interpersonal, consultation and negotiation skills, including the ability to liaise effectively with a diverse range of stakeholders.

## Desirable

- Nursing: Evidence of current Continuing Professional Development as outlined by ACMHN or RCNA
- Evidence ACMHN Credentialed Mental Health Nurse (CMHN)
- Experience working in Infection Control, Safety and Quality
- Experience in working in mental health organisations.
- Demonstrated experience influencing positive change in complex organizational environments

## 6. SPECIAL REQUIREMENTS

- A current Victorian driver's licence.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Orygen's Occupational Health and Safety policy.
- All Orygen employees are required to familiarise themselves with the organisation's policies and procedures and to adhere to them at all times.
- Unrestricted right to live and work in Australia.
- Current Working with Children Check will be required.
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- You will be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.