

**POSITION DESCRIPTION – The Alfred**

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| <b>DATE REVISED:</b>         | <b>17/08/2020</b>  |
| <b>POSITION:</b>             | <b>Flowcharts Lead, National COVID19 Clinical Evidence Taskforce</b>   |
| <b>AWARD/AGREEMENT:</b>      | <b>Victorian Public Health Sector<br/>(Health and Allied Services, Managers and<br/>Administrative Workers) Single Interest Enterprise 2016-2020</b> |
| <b>CLASSIFICATION TITLE:</b> | <b>TBC</b>   |
| <b>DEPARTMENT/UNIT:</b>      | <b>Cochrane Australia School of Public Health and Preventive Medicine</b>  |
| <b>CLINICAL PROGRAM:</b>     | <b>Faculty of Medicine, Nursing and Health Sciences</b>  |
| <b>DIVISION</b>              | <b>Research Methods</b>  |
| <b>ACCOUNTABLE TO:</b>       | <b>Gavin Horrigan</b>  |

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**ALFRED HEALTH**

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at [www.alfredhealth.org.au](http://www.alfredhealth.org.au)

**OUR PURPOSE**

To improve the lives of our patients and their families, our communities and humanity.

**OUR BELIEFS**

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow

**DEPARTMENT**

**Monash University** is an energetic and dynamic university committed to quality education, outstanding research and international engagement. A member of Australia's Group of Eight research intensive universities, it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and cooperative ventures. Monash has over 62,500 equivalent full-time students spread across its Australian and off-shore campuses, and over 7,400 full time equivalent staff. Almost 3,500 of these staff members are academic staff.

**Monash School of Public Health & Preventive Medicine** is a teaching and research unit of the Faculty of Medicine, Nursing & Health Sciences and is centred at the Alfred Hospital Campus. It plays a prominent role in public health medicine and works closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. For more information about us and the work we do, please visit [www.med.monash.edu.au/sphpm/](http://www.med.monash.edu.au/sphpm/).

**Cochrane Australia** is one of 45 centres worldwide that coordinate the activities of Cochrane at national and regional levels. Cochrane Australia promotes the use of evidence in healthcare decision-making and supports contributors to Cochrane who want to produce independent high quality evidence in the form of Cochrane systematic reviews. Cochrane's principal output is the Cochrane Library which contains a database of over 7500 systematic reviews of healthcare interventions.

In addition to its role in providing a national profile, Cochrane Australia also has a research agenda relating to the production, use and implementation of evidence at both a policy and clinical level, and regularly undertakes commissioned reviews and other evidence services. Cochrane Australia is located at one of the School's sites at 553 St Kilda Road. For more information about our work, please visit [australia.cochrane.org](http://australia.cochrane.org).

## **POSITION SUMMARY**

The National COVID-19 Clinical Evidence Taskforce Flowcharts Lead plays a key role in evidence team for the National COVID-19 Clinical Evidence Taskforce, led by the Australian Living Evidence Consortium and based at Cochrane Australia, School of Public Health and Preventive Medicine, Faculty of Medicine, Nursing and Health Sciences, Monash University.

The Taskforce is responding to the unprecedented challenge of the COVID-19 pandemic by developing unified, national, evidence-based guidelines that provide Australian clinicians with a trusted 'single source of truth' to guide the care and provide people with suspected or confirmed CPVID-19. The Taskforce is committed to weekly updating, a world first.

## **DUTIES AND RESPONSIBILITIES**

1. Flowcharts Lead
  - Maintain the suite of existing flowcharts in consultation with Panel members and member organisations
  - Initiate and develop new flowcharts as identified by the Panels, Steering Committee and/or Executive Team
  - Convene and manage working groups as needed to consult with member organisations and/or peak agencies to develop new flowcharts
  - Identifying relevant systematic reviews, primary research and guideline recommendations to assist with flowchart development.
  - Liaising with other global evidence teams undertaking related reviews
  - Present at Guideline panel meetings, Guidelines Leadership Group and Steering Committee as needed.
2. Comply with University policy, procedure and protocols relevant to the research being conducted
3. Other duties as directed by the Head of Operations

## **Selection Criteria**

### **Education/Qualifications**

1. The appointee will have:
  - a tertiary qualification in a relevant field from a recognised university; or
  - an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. Demonstrated experience in evidence synthesis and guideline development including flowchart development.
3. Well-developed stakeholder management skills, including a proven ability to interact with a diverse range of colleagues and stakeholders
4. Capability to independently manage working groups to deliver flowcharts in a complex policy environment.
5. Sound understanding of the health care environment including a strong grasp of clinical knowledge.
6. Sound analytical and problem-solving skills, including the ability to solve problems by taking initiative, using discretion and demonstrating attention to detail.
7. Advanced computer literacy, including the ability to learn and adopt new software packages as required. Demonstrated high-level proficiency in the MS Office Suite (Word, Excel and PowerPoint) essential; InDesign skills describable.

### **OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:**

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

### **OTHER JOB-RELATED INFORMATION**

- The position may require the incumbent to travel to other campuses.
- Time outside usual business hours may be required during busy periods and to attend functions as well as in-house or external training sessions.
- There may be peak periods of work during which the taking of leave may be restricted.
- Ensure you are aware of and adhere to legislation and Monash University policy relevant to the duties undertaken, including:
  - Equal Employment Opportunity, supporting equity and fairness
  - Conflict of Interest (including Conflict of Interest in Research)
  - Paid Outside Work
  - Privacy
  - Research Conduct
  - Staff/Student Relationships
  - Occupational Health and Safety