

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.



POSITION DESCRIPTION

Position Title:	Medico Legal Officer
Business Unit/Division:	Legal Services
Award Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Classification:	Grade 4 (HS4)
Employment Type:	Full time
Reports to:	Chief Legal Officer
Date Prepared/Updated:	July 2026

ROLE STATEMENT

General Role Statement:

The Medico Legal Officer supports Northern Health and its staff participate in procedures undertaken by the Coroner's Court, within the broader Quality and Medico Legal frameworks. The role coordinates and manages internal processes at Northern Health, supports staff who are involved in Coronial procedures, prepares and assists with preparing statements and correspondence to the Coroner, and liaises with internal and external stakeholders to ensure legal requirements associated with Coronial proceedings are met.

This position is responsible for:

- Preparing and delivering responses to all Coroner's Court requests (including via Victoria Police) in accordance with legislation and advice of the Legal team, including:
 - preparation of drafts of statements in accordance with the specific nature of the request and in accordance with legislation and guidance information provided by the Coroner's court
 - arranging and co-ordinating input of appropriate clinical staff to ensure the statement is accurate, and review of the draft statement against the medical record
 - following advice and guidance provided by the Legal team in relation to the statements and ensuring statements are appropriately reviewed by Legal prior to submission
- Where statement requests do not identify a particular clinician or department for sign off, sign and submit the statement on behalf of Northern Health
- Maintain comprehensive and accurate records in accordance with legislation and to ensure relevant information related to the preparation of each statement can be accessed by the Legal team
- Participate in procedures undertaken by the Quality & Safety and Legal teams at Northern Health to the extent they relate to Coronial processes
- Maintain constructive relationships with the Coroner's office and Victoria Police
- Develop and maintain systems:
 - To ensure Northern Health responses to recommendations by the Coroner occur in accordance with Legislative requirements and timeframes set by the Coroner.
 - In relation to the provision of information and statements to Victoria Police in accordance with relevant legislation and timeframes required by Police.
 - To ensure relevant information identified from Coronial investigations is distributed to relevant Clinical, Patient Safety and Quality Improvement staff.

- Prepare reports as required for the Board and Executive committees with regard to Coronial matters.
- Provide education as required throughout the organisation with regard to Coronial processes and principles.
- Any other tasks as directed by the Chief Legal Officer.

All employees:**Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

SELECTION CRITERIA

Experience:

- Clinical experience in an acute patient care setting with the ability to understand and interpret medical records (including mental health records) and ability to critically and quickly assess clinical information in the medical record
- Experience preparing and submitting statements for coronial or medico legal processes, or in a quality and safety context
- Experience in a senior role within a health organisation, building collaborative relationships with internal and external stakeholders
- Experience liaising with medical staff across the clinical practice areas of a major public health service
- Proven capacity to define and reconcile complex and competing priorities to meet deadlines.

Knowledge, Skills and Behaviours:

- Ability to understand and interpret medical records of consumers in all clinical practice areas undertaken at Northern Health (including mental health)
- Excellent writing and analytical skills to identify and organise information into a format appropriate for the purpose and audience
- An enquiring mind and analytic and investigative skills

- Understanding of the Victorian health quality and safety regulatory framework
- Understanding of medicolegal principles including Coronial processes
- Highly developed communication, interpersonal and leadership skills

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: