



Swan Hill
District Health
my hospital



Respect – Professionalism – Care – Commitment – Collaboration

EXPRESSION OF INTEREST – New Position

Sub-Acute Community TCP Co-ordinator (0.2 EFT) and Allied Health Lead (0.1EFT)

An enthusiastic and experienced Allied Health Professional is required to establish the new Sub-Acute service for a total of 0.3EFT.

Key selection criteria

- Allied Health Professional with experience in Care Coordination
- Demonstrate ability to organise and coordinate care for clients with complex medical and social circumstances. Including understanding of case management, care co-ordination and community based care options.
- Previous experience working as part of an Inpatient Rehabilitation, Transition Care Program or GEM unit.
- Demonstrated ability to facilitate interdisciplinary care and lead a multidisciplinary team
- Sound time management skills, flexibility and agility in managing a multifaceted service profile.
- Ability to work as an effective team member and establish positive and collaborative relationships across the organization.
- High level communication and interpersonal skills.

Applications (including three referees and responses to the key selection criteria), and further information are to contact Melinda Hennessey by email at mhennessey@shdh.org.au or by phone on (03) 5036 4568.

Email applications preferred.

Closing date: 26th April 2019



Position:	Sub-Acute Community TCP Co-coordinator & Allied Health Lead
Classification:	Grade 3 Allied Health Professional
Department:	Sub-Acute Services
Reports to:	NUM Sub Acute
Position Summary:	<p>To support patient/client admission and discharge recognizing individual and family goals.</p> <p>The effective management and coordination of the Sub-Acute Community Transition Care Program (TCP) and support pre-admission screening for the Sub-Acute Inpatient Unit.</p>
Responsibilities:	<p>Community Transition Care Program Co-coordinator (0.2EFT)</p> <ul style="list-style-type: none"> • Coordinate admissions to Community TCP including management of agreements etc. • Liaise with client, carers and interprofessional team to develop an individualise care plan • Liaise with Health Care Workers, Allied Health & Nursing staff to ensure weekly visits are timetabled and delivered to community clients • Liaison with GP and community services to ensure appropriate management and delivery of services to patients – e.g. brokering services • Liaise with NUM Subacute to apply for Community TCP extensions where required or manage change of care type as needed • Coordinate and attend case conferences for Community TCP clients • Ensure Community TCP admission, discharge criteria and reporting requirements are met: <ul style="list-style-type: none"> ○ Completed MBI admission and discharge ○ Documentation and entry or required data on TCM ○ VINAH coding completed on discharge ○ Support intake/access process ○ Support NUM Subacute with Community TCP admission processes such as: <ul style="list-style-type: none"> ➤ Assessment and screening of patients suitable for Community TCP ➤ Completing client agreements ➤ Completing fees agreements ➤ Establishing 24/24 emergency plan ➤ Admission and discharge letters to GP • Delivery of a community based service to clients to assist them to achieve their goals. Including case management of community clients. • Educating and supporting patients and families • Support care coordination • Support efficient operations of Community TCP program • Key contact for Community TCP clients <p>Allied Health Lead (0.1 EFT)</p> <ul style="list-style-type: none"> • Liaise with Sub Acute NUM and provide support with pre-admission screening of complex patients

Key Selection Criteria:	<ul style="list-style-type: none"> • Allied Health Professional with experience in Care Coordination • Demonstrate ability to organise and coordinate care for clients with complex medical and social circumstances. Including understanding of case management, care co-ordination and community based care options. • Previous experience working as part of an Inpatient Rehabilitation, Transitional Care Program or GEM unit. • Demonstrated ability to facilitate interdisciplinary care and lead a multidisciplinary team • Sound time management skills, flexibility and agility in managing a multifaceted service profile. • Ability to work as an effective team member and establish positive and collaborative relationships across the organization. • High level communication and interpersonal skills.
Salary/Award:	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2016-2020</i> .
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols • We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
Person Centered Care:	The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.
Just Culture:	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
Hardwiring for Excellence Values - Standards of Behaviour	SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behavior Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.
Privacy and Confidentiality:	SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection. Each employee has a responsibility to adhere to SHDH's Privacy and

	Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Review:	Completion of My Work Plan on a yearly basis.
Date Written	February 2019
Reviewed:	
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice:- (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ Date:/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585