



Inclusive

Compassionate

Progressive

Accountable

Pulmonary Rehabilitation Program Coordinator / Asthma Educator (Registered Nurse)

1 EFT (Full Time)

An exciting opportunity exists for an enthusiastic Registered Nurse to join a progressive team within the Health Independence Program.

Position Summary

The Pulmonary Rehabilitation Program Coordinator / Asthma Educator is appointed to coordinate and facilitate the Pulmonary Rehabilitation Program and Asthma Education Service at Swan Hill District Health. The service aims to provide individuals with the ability to manage their chronic conditions and return to, or continue leading, an active independent life. The Pulmonary Rehabilitation Program Coordinator / Asthma Educator will be functioning predominately as an independent rehabilitation nurse within a framework of a multidisciplinary team.

Training and support will be provided within the role, with the opportunity to upskill in specific areas of chronic disease.

Want More Info?

For more information on the role please contact Kate Corrie on (03) 5033 9321 or kcorrie@shdh.org.au

How to Apply: Applications, including CV and cover letter addressing the Key Selection Criteria should be forwarded, along with an Application for employment form, to: employment@shdh.org.au

Applications will only be accepted if they address the **Key Selection Criteria** as outlined in the Position Description and include an APPLICATION FOR EMPLOYMENT FORM.

Closing Date: 5pm, Wednesday 11th December 2024

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

Position:	Pulmonary Rehabilitation Program Coordinator / Asthma Educator (Full time)
Classification:	Registered Nurse – Clinical Nurse Consultant A (Victorian Health Services)
Department:	Community Rehabilitation Centre
Reports to:	Senior Manager – Health Independence Program
Position Summary:	<p>The Pulmonary Rehabilitation Program Coordinator is a Registered Nurse who is appointed to coordinate and facilitate the Pulmonary Rehabilitation Program and Asthma Education Service at Swan Hill District Health. The services aim to provide individuals with the ability to manage their chronic conditions and to return to or continue leading active independent lives. The Pulmonary Rehabilitation Program Coordinator will be functioning predominately as an independent rehabilitation nurse within a framework of a multidisciplinary rehabilitation team. A high level of clinical skill and experience is required to assess client's clinical, psychological and social status with an understanding of internal and external supports. The nurse plays an important role in promoting health by providing disease specific information and education on an individual basis or group setting. The nurse must undertake research and development, service planning and educational activities.</p>
Responsibilities:	<p><u>Clinical</u></p> <ul style="list-style-type: none"> • Demonstrates advanced competency in respiratory clinical nursing practice • Possess advanced assessment skills to competently assess clients referred to the Pulmonary Rehabilitation Program / Asthma Education Service • Coordinates and facilitates the Pulmonary Rehabilitation Program delivered within the Community Rehabilitation Centre • Attends asthma education and follow up with relevant clients • Performs Spirometry as per referrals received and as clinically indicated. • Coordinates and facilitates RFDS telehealth Respiratory Specialist consultations with clients following referrals received • Delivers client centered care with a focus on best client outcomes • Operates within the relevant nursing scope of practice and in collaboration with medical staff as appropriate • Utilises evidence based Clinical Practice Guidelines relevant to nursing practice including; <ul style="list-style-type: none"> ○ Advanced client assessment ○ Interpreting appropriate diagnostic tests ○ Formulating management plans ○ Provision of client education ○ Initiates referrals to other relevant service providers or community groups when required ○ Communicating client management plans to relevant members of the health care team ○ Evaluating clients assessment, management and outcome measures ○ Document episode of care in accordance with Subacute Ambulatory Care Service (SACS) requirements • Uses critical judgement to vary practice according to contextual and cultural influences

	<ul style="list-style-type: none"> • Provide education and support to the client and their carers enabling self-management of their condition and identification of risk factors / signs of deteriorating health • Participation in Acute Ward Multidisciplinary & HIP Complex Care meeting as directed by the HIP Manager • Facilitate health promotion activities as required <p><u>Liaison</u></p> <ul style="list-style-type: none"> • Works closely with all Community Care Division staff as part of an integrated multidisciplinary health care team • Close liaison with health care services, community support programs and agencies operating within the Swan Hill catchment to ensure coordinated health services are delivered • Regular promotion / education of Pulmonary Rehabilitation Program / Asthma Education to clinical departments (Emergency Department & Acute) as well as General Practices within local area <p><u>Management</u></p> <ul style="list-style-type: none"> • Relevant data and statistics are recorded • Policies and procedures relating to client care and clinical practice are adhered to • Attend and contribute to department meetings and other meetings (internal and external) as required. • Provide positive input in resource planning (team and equipment). • Display adaptability and flexibility to meet the changing operational needs of Swan Hill District Health <p><u>Education</u></p> <ul style="list-style-type: none"> • An up to date professional knowledge base is maintained and implementation of improved work practices and techniques accordingly • Displays a willingness to develop and improve self-performance, including participation and attendance at the HIP Nursing Special Interest Group • Participates in the education of both undergraduate and post graduate students of health and health related disciplines as required.
Key Selection Criteria:	<p><u>Mandatory</u></p> <ul style="list-style-type: none"> • Registered Nurse with current AHPRA registration and at least five (5) years post graduate experience • Experience in clinical management within the chronic disease service areas, combined with a broad base of experience in health services. • Demonstrated experience in care coordination of clients with chronic and/or complex health needs and the completion of care plans • Ability to work well within a multidisciplinary team and liaise with community health care providers and agencies • Highly developed interpersonal, communication and team work skills, including written, verbal and negotiation skills • Knowledge of primary health care services, community support programs and agencies operating within the Swan Hill and surrounding area • Experience in the use of electronic client management systems • A current Victorian Driver's License • Current National Police Check • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.

	<p><u>Desirable</u></p> <ul style="list-style-type: none"> • Post graduate qualification in field relevant to Chronic Disease Management • Completion of Pulmonary Rehabilitation Program Course (Lung Research Centre) • Asthma Educators Course (Lung Health Promotion Centre) • Experience in public speaking and delivering education
Salary/Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest employers) Enterprise Agreement 2024 -2028.
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
Person Centered Care:	<p>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.</p> <p>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</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	<p>Connected Care / Best Experience</p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>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.</p> <p>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,</p>

	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:	RESPONSIBILITIES: It is the responsibility of every staff member to: <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.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	Nov 2019 April 2023
Current:	Dec 2024
Managers Name:	Kate Corrie
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

Position Applying for

General Information

Name

Address

Contact

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type Expiry date/...../.....

Place/Country of issue: Issue Number:

Do you require sponsorship? ☐ Yes ☐ No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (with a review at 3 months.)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

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