

## POSITION DESCRIPTION

<b>Position:</b>	HARP (Hospital Admission Risk Program) Care Coordinator
<b>Division:</b>	Nursing
<b>Unit:</b>	Community Services
<b>Enterprise Agreement</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement
<b>Reports to:</b>	Community Services Manager

### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.




### VISION





Your Hospital – We care.

### MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

### VALUES

 Responsiveness	<b>Responsiveness:</b> Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.
 Integrity	<b>Integrity:</b> Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.
 Impartiality	<b>Impartiality:</b> Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.

 Accountability	<p><b>Accountability:</b> Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.</p>
 Respect	<p><b>Respect:</b> Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.</p>
 Leadership	<p><b>Leadership:</b> Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.</p>
 Human Rights	<p><b>Human Rights:</b> Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.</p>

## POSITION SUMMARY

A HARP Care Coordinator is a Registered Nurse who is appointed to provide case management for clients with chronic or complex needs who have been frequently admitted to hospital or presented to the Emergency Department. This nurse must be able to work collaboratively in a team environment. A high level of clinical skill and experience is required to assess patient's clinical, psychological and social status and implement care coordination with an understanding of internal and external supports. The nurse is responsible for coordinating programs in the hospital and community setting directed at reducing avoidable hospital admissions and Emergency Department Presentations.

## KEY RESPONSIBILITIES AND DUTIES

- Promote self-management for patients with a chronic disease including: respiratory, renal, diabetes, chronic heart failure and aged and complex psychosocial problems
- Conduct comprehensive client assessments to identify health and psycho-social issues and risks
- Develop, document and implement individual client care plans with other health professionals including GPs to address issues with clients/carers
- Provide best practice patient centred care with a high level of clinical expertise
- Manage acute exacerbations of the client's illness in the community as deemed safe and appropriate for the client, following best practice guidelines
- Act as a key contact point for inpatient services and community providers
- Maintain accurate records, statistics and reports as required
- Active participation in Quality Standards, staff development, training and supervision, program planning and evaluation processes as required

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## KEY SELECTION CRITERIA

Essential:

- Demonstrated experience and skills in management of clients with a chronic disease.
- Demonstrated high level clinical assessment skills and the ability to work independently and as part of a team
- Demonstrated knowledge of current chronic disease self-management practice and principles, including principles of rehabilitation.
- Knowledge of appropriate community support services to support patients with a chronic disease.
- Post-graduate qualifications in a health related discipline.
- Demonstrated time management skills and ability to adhere to strict time lines.
- Knowledge of research principles and practice.
- Highly developed verbal and written skills/ Sound Computer skills in MS Office suite including excel
- Current registration (or eligibility) as a Registered Nurse with the
- Nurses Board of Victoria
- Current drivers licence.

Desirables

- Sound understanding of each department in accordance with DHS guidelines & reporting requirements.
- Post graduate studies in chronic disease self-management
- Post graduate qualification in coronary care or equivalent

## MANDATORY REQUIREMENTS

### National Police Record Check:

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

### Working with Children Check :

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

### Registration with Professional Association :

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

### **Drivers Licence:**

A current Victorian driver's licence is required for this position

*All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*