

## DRAFT POSITION DESCRIPTION

# ISLHD - Stream Leader Integrated Care and Chronic Disease

Our CORE values  
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Illawarra Shoalhaven Local Health District
Position Classification	Health Mgr Lvl 4
State Award	Health Managers (State) Award
Category	Integrated Care & Chronic Disease
Website	<a href="http://www.islhd.health.nsw.gov.au/">www.islhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

Provision of leadership and strategic direction for the operations of the Integrated Care and Chronic Disease Stream of the Illawarra Shoalhaven Local Health District (ISLHD) Out of Hospital Care. This includes strategic business planning, policy development, business and clinical service strategies and relationship management in the portfolios within out of hospital Care and across the district. The position requires high level understanding of the concepts and principles of integrated care and chronic disease including the national and state policy directives underpinning this direction. The position also requires superior negotiation and strategic liaison skills with other service providers across the continuum of care, both public and private, state and local jurisdictions, to ensure the development and delivery of coordinated, cost-effective services and programs to meet the needs of the ISLHD population.

## COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course (2 doses) of a Therapeutic Goods Administration (TGA) approved or recognised COVID-19 vaccine (except for the Janssen COVID-19 vaccine which is approved by the TGA as a single dose primary course). New applicants must have completed the vaccination course prior to commencement with NSW Health or provide an Australian Immunisation Register (AIR) Immunisation History Statement certifying the worker cannot have any approved COVID-19 vaccines available in NSW. An NSW Health agency may require further information about the medical contraindication (including but not limited to an Immunisation Medical Exemption form - IM011 form).

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use, including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

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## KEY ACCOUNTABILITIES

1. Provide strategic leadership by contributing to strategy and business planning processes across the District, Out of Hospital Care and the Integrated Care and Chronic Disease Stream.
2. Facilitate the development of strategic partnerships within and external to the ISLHD which strengthen linkages between services to assist patients navigate through the continuum of care.
3. Act as a conduit between the acute care and the community-based care sector by identifying and exploring opportunities for better service integration, referral pathways and appropriate settings for services including virtual care.
4. Enhance the capacity of the Out of Hospital Care Sector to anticipate and respond to opportunities to prevent unnecessary hospitalisation and build sustainable service responses in the primary care setting taking social determinants into account.
5. Contribute to the effective management of demand across the LHD by facilitating appropriate patient flow and access across the continuum of care.
6. Foster an organisational culture of excellence, innovation and collaboration and oversee workforce planning and effective people management strategies that attract, recruit, develop and retain quality staff committed to high standards and the provision of excellence within the Integrated Care and Out of Hospital Care Stream
7. Oversee the development of strategic partnerships within and external to the ISLHD which strengthen linkages between services to assist Aboriginal and Torres Strait Islander patients navigate through the continuum of care.
8. Ensure there is financial responsibility and accountability and develop and implement financial strategies that will ensure budgetary targets and KPIs are met within areas of responsibility.
9. Create a learning environment incorporating strategies that build a positive team culture, foster leadership and management development and provide learning and career development opportunities for staff across the Out of Hospital Care Stream
10. Ensure organisational strategies are developed and implemented to maintain and enhance workforce capacity and capability to meet the future health workforce needs in priority service areas.
11. Proactively act upon service delivery issues identified at an organisational and systemic level by leading innovative approaches to reduce or remove obstacles to service delivery.
12. Provide strategic and operational advice to the Director Out of Hospital Care related to the functional areas of accountability for the position.
13. Commitment and capacity to implement and provide leadership in uptake of government policies and practices, including EEO, WH&S, cultural diversity, ethical practice, and continuous improvement.
14. Comply with and implement the NSW Health Risk Management Enterprise –Wide Policy and Framework and ensure the effective identification, management, monitoring and reporting of risks within the ISLHD.

## KEY CHALLENGES

- Creating sustainable processes to support care between acute, community and primary care settings. This includes the need to work with the broader network of social and welfare sector services.
- Developing innovative ways of incorporating virtual care capability and secure transfer of information across the district and with primary and community care.
- Advocating the concept of integrated service delivery widely and fostering partnerships across and within the District, the Primary Health Network, Ministry of Health branches, non-government agencies and NSW Health sector Pillar organisations.

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## KEY RELATIONSHIPS

Who	Why
Director Out of Hospital Care (OHC)	To ensure alignment with District and OHC strategy as well as OHC service delivery goals and directions.
Ministry of Health Integrated Care Branch	To understand and participate in the development and rollout of the Ministry's direction for Integrated Care across NSW.
South Eastern NSW Primary Health Network (COORDINARE)	As a key partner agency in supporting and fostering integrated care across the region.

## SELECTION CRITERIA

1. Proven experience at management level in a substantial and complex organisation engaged in health and population service delivery with proven ability to lead a diverse range of staff across clinical and non-clinical functions to deliver high quality integrated health services.
2. Demonstrated competence in operational management encompassing human resource management, financial management, service development and delivery, workplace relations and work health safety.
3. Demonstrated analytical, conceptual, problem-solving/negotiation and change management skills with high level communication and interpersonal skills to ensure relationships are built and maintained with relevant staff and groups to support high quality services and professional practice.
4. Ability to apply high level planning skills to coordinating and implementing long term strategic and business plans and major projects.
5. Proven track record of creating long lasting relationships, built on trust, with internal and external stakeholders and clients.
6. Demonstrated knowledge and understanding of chronic disease, population health and the principles of systems thinking.
7. Current driver's license Class C.

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## Job Demands for: ISLHD - Stream Leader Integrated Care and Chronic Disease

Physical Demands	
<b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials  Infrequent	<b>Sitting</b> - remaining in a seated position to perform tasks  Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks  Frequent	<b>Walking</b> - floor type: even/uneven/slippy, indoors/outdoors, slopes  Frequent
<b>Running</b> - floor type: even/uneven/slippy, indoors/outdoors, slopes  Infrequent	<b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks  Infrequent
<b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks  Infrequent	<b>Kneeling</b> - remaining in a kneeling posture to perform tasks  Infrequent
<b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks  Not Applicable	<b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery  Frequent

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<b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps  Infrequent	<b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)  Infrequent
<b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)  Not Applicable	<b>Lifting/Carrying</b> - heavy lifting and carrying (16kg and above)  Not Applicable
<b>Reaching</b> - arms fully extended forward or raised above shoulder  Not Applicable	<b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body  Infrequent
<b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)  Infrequent	<b>Hand and Arm Movements</b> - repetitive movements of hands and arms  Occasional
<b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands  Occasional	<b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work  Infrequent
<b>Driving</b> - Operating any motor powered vehicle  Frequent	

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Sensory Demands	
<b>Sight</b> - use of sight is an integral part of work performance (e.g., viewing of X-Rays, computer screens)  Frequent	<b>Hearing</b> - use of hearing is an integral part of work performance (e.g., Telephone enquiries)  Frequent
<b>Smell</b> - use of smell is an integral part of work performance (e.g., working with chemicals)  Not Applicable	<b>Taste</b> - use of taste is an integral part of work performance (e.g., food preparation)  Not Applicable
<b>Touch</b> - use of touch is an integral part of work performance  Frequent	

Psychosocial Demands	
<b>Distressed People</b> - e.g., emergency or grief situations  Occasional	<b>Aggressive and Uncooperative People</b> - e.g., drug/alcohol, dementia, mental illness  Occasional
<b>Unpredictable People</b> - e.g., dementia, mental illness, head injuries  Occasional	<b>Restraining</b> - involvement in physical containment of patients/clients  Not Applicable

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<b>Exposure to Distressing Situations</b> - e.g., child abuse, viewing dead/mutilated bodies  Infrequent	
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## Environmental Demands

<b>Dust</b> - exposure to atmospheric dust  Infrequent	<b>Gases</b> - working with explosive or flammable gases requiring precautionary measures  Infrequent
<b>Fumes</b> - exposure to noxious or toxic fumes  Infrequent	<b>Liquids</b> - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE  Infrequent
<b>Hazardous Substances</b> - e.g., dry chemicals, glues  Infrequent	<b>Noise</b> - environmental/background noise necessitates people raise their voice to be heard  Infrequent
<b>Inadequate Lighting</b> - risk of trips, falls or eyestrain  Infrequent	<b>Sunlight</b> - risk of sunburn exists from spending more than 10 minutes per day in sunlight  Infrequent
<b>Extreme Temperatures</b> - environmental temperatures are less than 15°C or more than 35°C  Infrequent	<b>Confined Spaces</b> - areas where only one egress (escape route) exists  Infrequent



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<b>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</b>  Infrequent	<b>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</b>  Infrequent
<b>Working At Heights -</b> ladders/stepladders/scaffolding are required to perform tasks  Infrequent	<b>Biological Hazards -</b> exposure to body fluids, bacteria, infectious diseases  Infrequent

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