

Positional Grading Form



Health
Northern Sydney
Local Health District

APPLICATION REQUIREMENTS

Positional grading or regarding applications are to be completed by the Manager and HR Business Partner and authorised by the following:

- Management Accountant;
- Senior Professional Manager;
- General Manager or equivalent; and
- HR Business Partner

Applications for positional regrades must address **how** the role and responsibilities meet the relevant Award/s criteria.

The application must include the following documents and will not be accepted if not fully completed:

- New proposed position description in correct NSLHD MS Word format (ensuring the character limits have not been exceeded)
- Organisational Chart (including the previous organisation chart if application is for a regrade)
- Current or old position description for a regrade application
- Benchmarking position descriptions relevant to the role (two internal and two external position descriptions)
- For new positions, a completed and signed copy of the Working with Children Check and Vaccination Checklist
- For positions under the *Health Manager's Award*, two completed CED Evaluations (*HRBP to complete*)
- For positions under the *Administrative Staff Award*, completed selection criteria relevant to the classification (*HRBP to complete*)

NB1. If the position grading this part of a department restructure, please do not use this form. Restructures require a consultation process. Refer to PR2014_016 Restructuring in NSLHD, PD2019_059 Industrial Consultative Arrangements and PD2012_021 Managing Excess Staff of the NSW Health Service.

NB2. If the position involves a change in Award, consultation with the relevant Union may be required.

RECRUITMENT REQUIREMENTS

If this application is approved, the position must be filled in line with normal recruitment processes.

If there is a current incumbent who is affected by this application, they will be directly appointed if the salary difference is less than 5%. If there is a greater than 5% change in salary, the position is required to be advertised.

5% is calculated from the top of the current classification, to the top of the proposed classification.

A change in Award will also require advertising, regardless of salary differential.

2. POSITION DETAILS

Position Title	Graythwaite Day Rehabilitation (GDR) Coordinator		
Department Name	250633 RMD Graythwaite Project Gen		
Facility/ Area Service	Ryde Hospital		
Is the position a newly created position?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Requested Award/s	<ul style="list-style-type: none"> • NSW Health Service Health Professionals (State) Award • Public Health System Nurses' and Midwives' (State) Award

If yes, have you completed and attached the WWCC and Vaccination Checklists?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Classification/s and salary (FTE) p.a.	<ul style="list-style-type: none"> • Health Professional Level 3 (Occupational Therapist, Physiotherapist, Speech Pathologist, Dietitian, Podiatrist or Social Worker) • Clinical Nurse Specialist Grade 2
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Existing Position Details (if applicable)			
Current Position Title	N/A new position		
Current Award/s		Classification/s and salary p.a.	
Is there a current incumbent in the role?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Incumbent's name and Assignment Number (if applicable):	
		Incumbent's Classification: Level (if applicable): Salary:	
Is there an impact on the incumbent?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, has the change been discussed with the current incumbent?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

3. JUSTIFICATION FOR REQUESTED GRADE

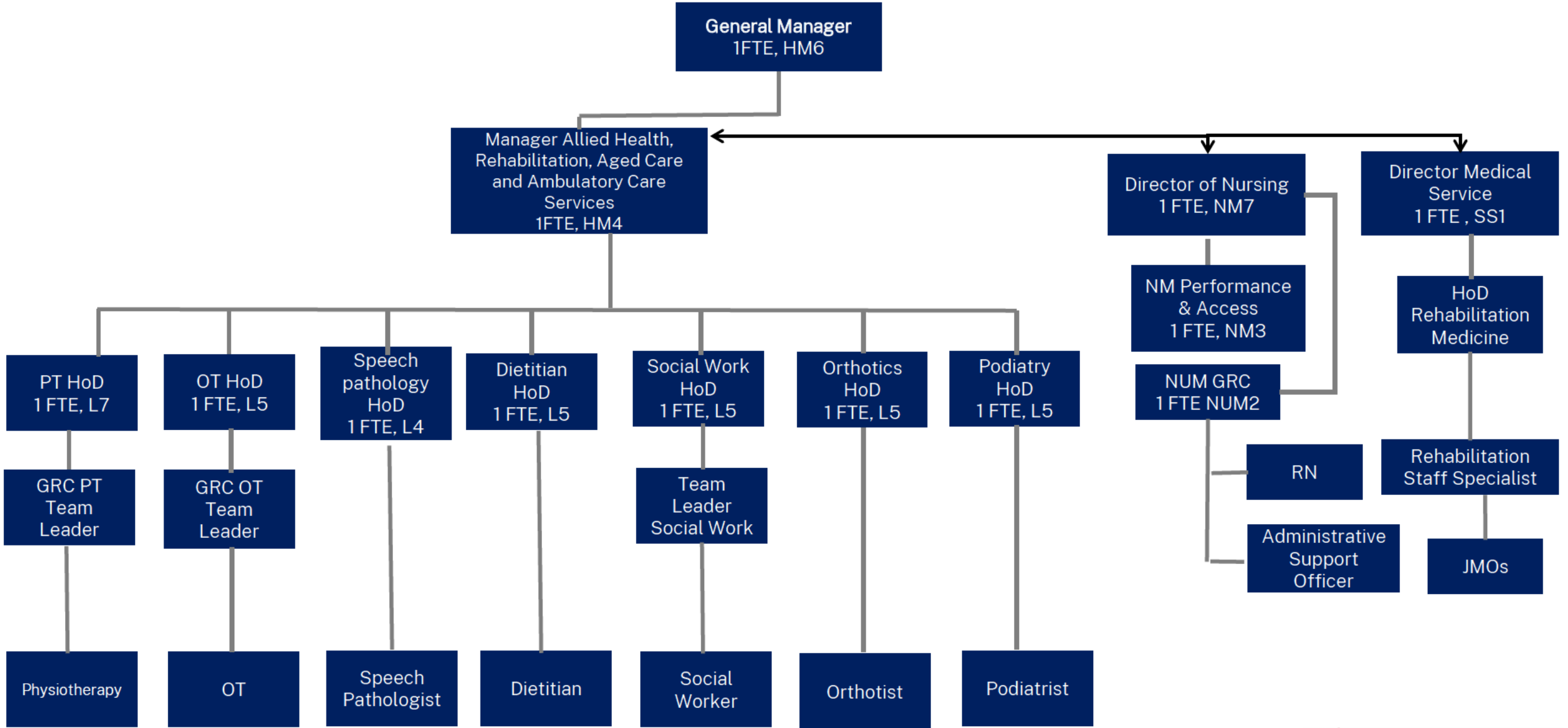
The total regrading package including evidence **should not be more than 50 pages**. Do not include originals of key documents.

3.1 Why does the Department need the position at the proposed grade?	<p>Day Rehabilitation is one of a number of care settings described in the Agency for Clinical Innovation's Principles of Rehabilitation Care and part of the NSLHD Rehabilitation Model of Care. The Graythwaite Day Rehabilitation service has been in place since 2021 and is being expanded to assist with managing rehabilitation service demands during the period of the Ryde Hospital redevelopment. It was implemented without a coordinator position.</p> <p>An evaluation conducted in 2022 found that a dedicated service coordinator is required for the optimal functioning of the program.</p> <p>The GDR Coordinator is responsible for organising the implementation and ongoing review of the service. The staff member facilitates assessment, review and transfer of patients to the Graythwaite rehabilitation service and provides clinical leadership within the rehabilitation specialty at Ryde Hospital.</p> <p>The GDR coordinator will use their expert clinical knowledge to assess and identify patients suitable for GDR. They will review GDR referrals and work closely with the rehabilitation medical staff to accept patients onto the program. The coordinator will liaise with referring services regarding acceptance onto the program and commencement of program and be the single point of contact for the service.</p> <p>The position coordinates the GDR timetable, organises and leads weekly case conferences as well as ensures data collection is completed in collaboration with the multidisciplinary team. The GDR coordinator also maintains the GDR database and reviews data collection on a regular basis to ensure these are in line with AROC guidelines and NSW or NSLHD MOC standards</p> <p>The staff member actively promotes the service within Ryde Hospital and with relevant stakeholders through attending MDT case review meetings, case conferences and complex care management meetings or providing education sessions/in-services.</p>
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<p>3.2 How does the proposed grade meet the Award criteria?</p>	<p>Position requires experienced clinician to be able to work autonomously with minimal direct clinical supervision and as part of a multidisciplinary team. Position aligns to the Award criteria as outlined below:</p> <p>Health Professional L3 Positions at Levels 3 and 4 may have a clinical, education or management focus or may have elements of all three features. Health professionals working in positions at Levels 3 and 4 are experienced clinicians who possess extensive specialist knowledge or a high level of broad generalist knowledge within their discipline. Level 3 and 4 staff demonstrate advanced reasoning skills and operate autonomously with minimum direct clinical supervision. Level 3 and 4 staff provide clinical services to client groups and circumstances of a complex nature requiring advanced practice skills. They are able to apply professional knowledge and judgement when performing novel, complex or critical tasks specific to their discipline.</p> <p>Staff at this level are expected to exercise independent professional judgement when required in solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaptation or modification.</p> <p>Level 3 and 4 staff have the capacity to provide clinical supervision and support to Level 1 and 2 health professionals, technical and support staff. Level 3 and 4 staff are involved in planning, implementing, evaluating and reporting on services. Level 3 and 4 staff identify opportunities for improvement in clinical practice, develop and lead ongoing quality improvement activities with other staff.</p> <p>The expertise, skills and knowledge of a Level 3 or 4 health professional is such that they may have the responsibility of a consultative role within their area(s) of expertise. Level 3 and 4 staff may also conduct clinical research and participate in the provision of clinical in-service education programs to staff and students.</p> <p>Senior Clinician (Level 3) Level 3 Senior Clinicians: A health professional who has a recognised clinical specialty within their discipline and works in an area that requires high levels of clinical expertise and knowledge in that specialty.</p> <p>"Clinical Nurse Specialist/Clinical Midwife Specialist Grade 2" means: a Registered Nurse/Midwife appointed to a position classified as such with relevant post-registration qualifications and at least 3 years' experience working in the clinical area of their specified post-graduate qualification, or such other qualifications or equivalent experience deemed appropriate by the public hospital or public health organisation.</p>
<p>3.3 Provide an analysis of changes to the role and responsibilities that support the proposed grade</p> <p><i>NB: Required for regrades only</i></p>	<p>N/A new position</p>

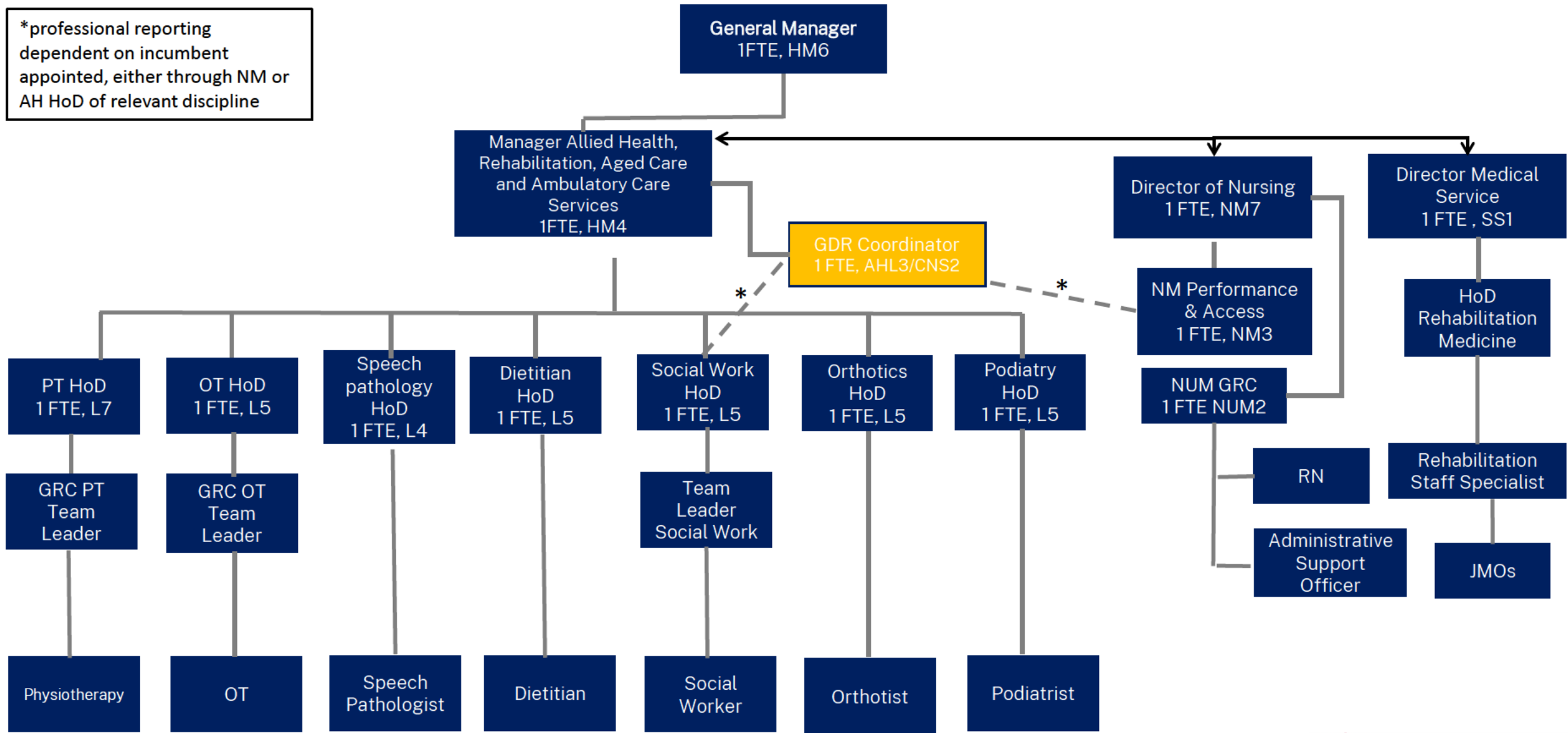
<p>3.4 Internal Benchmarking</p> <p>State a comparable and relevant position and attach the position description from within NSLHD to the application</p>	<ul style="list-style-type: none"> • Mona Vale Rehabilitation Coordinator Position Description CNS2 • NSLHD Patient Flow coordinator CNS2 • NSLHD COPMI Multi Disc • NSLHD EPIS Multi Disc – CNS2, Health Professional L3 (Diversional Therapist, OT, Social Worker) • NSLHD - Specialist Rehabilitation Clinician (Multi Disc – L3 OT/Social Worker)
<p>3.5 External Benchmarking</p> <p>State a comparable and relevant position and attach the position description from across NSW Health (i.e. another LHD) to the application</p>	<ul style="list-style-type: none"> • SNSWLHD - Rehabilitation Coordinator - Southern Area Brain Injury Service (L3 OT, Physio, Social Worker, Speech Pathologist) • NNSWLHD - Cardiac Rehabilitation CNS2 • ISLHD - Rehabilitation Coordinator (IBIS) (Health Professional L 3 - Counsellor, Exercise Physiologist, OT, Physio, Social Worker, Speech Pathologist) • HNELHD - Rehabilitation Case Manager (Health Professional L3 - OT, Physiotherapist, Psychologist, Social Worker, Registered Nurse) • CCLHD - Specialist Rehabilitation Clinician – Non-Acute Community Mental Health (CNS2, Health Professional L3 OT, Social Worker, Psychologist, Snr Psychologist)

Graythwaite Day Rehabilitation Organisational Chart - Current



Graythwaite Day Rehabilitation Organisational Chart - Proposed

*professional reporting dependent on incumbent appointed, either through NM or AH HoD of relevant discipline



POSITION DESCRIPTION **TEMPLATE**

POSITION TITLE	Graythwaite Day Rehabilitation Coordinator
STAFFLINK POSITION NO.	
COST CENTRE	
CLASSIFICATION	<ul style="list-style-type: none"> Clinical Nurse Specialist Grade 2 or Health Professional Level 3 (Occupational Therapist, Physiotherapist, Speech Pathologist, Dietitian, Podiatrist or Social Worker)
AWARD	NSW Health Service Health Professionals (State) award Public Health Systems Nurses & Midwives (State) award
REGISTRATION/LICENCE REQUIREMENTS	AHPRA registration or eligibility for relevant governing professional body
VACCINATION CATEGORY	Category A
PRE-EMPLOYMENT SCREENING CHECKS	National Criminal Record Check
RESPONSIBLE TO	Manager Allied Health, Rehabilitation, Aged Care and Ambulatory Care Services Ryde
RESPONSIBLE FOR	nil
PRIMARY PURPOSE OF THE ROLE	The role of the Rehabilitation Coordinator is to coordinate the implementation and ongoing review of the Graythwaite Day Rehabilitation Service at Ryde Hospital and to assist in managing rehabilitation flow to Graythwaite Rehabilitation Centre. The position facilitates assessment, planning and transfer of patients to the Graythwaite Day Rehabilitation Service and provides clinical leadership within the rehabilitation specialty.
KEY ACCOUNTABILITIES <i>(Maximum of 8)</i>	Clinical Service, Consultancy, Leadership <ul style="list-style-type: none"> Actively facilitate transfer of patients to and manage waitlist to ensure equitable access to the service Use advanced clinical reasoning skills to coordinate the Graythwaite Day Rehabilitation service including patient review and assessment, overseeing completion of GDR data collection and maintaining the service data base. Schedule GDR timetables and manage the GDR teams site Coordinate and lead GDR case conferences Provide expert clinical advice and education to patients, carers and health professionals in relation to rehabilitation. Ensure a continuum of care for rehabilitation patients transferred to GDR by liaising with relevant hospital staff. Act as an expert clinician and actively participate in formulation and review of standards, protocols, guidelines, and procedures which support improvements in clinical practice Undertake work of significant scope and complexity and independently undertake duties of a novel or critical nature to

	<p>resolve problems and adapt procedures, techniques and methods as required to meet patient needs and organisational goals.</p> <ul style="list-style-type: none"> • Develop and maintain strong working relationships with key internal and external stakeholders through effective communication, negotiation and issues management to foster collaboration, leverage expertise and maximise opportunities/outcomes. 	
	<p>Education</p> <ul style="list-style-type: none"> • Provide education to patients referred to rehabilitation and their families or support persons with regards to rehabilitation process and expected outcome • Attend education programs, seminars and conferences and provide feedback to all disciplines on innovations and current trends in rehabilitation. • Identify clinical education needs in relation to rehabilitation and facilitate change in practice where required. • Act as a key contact and resource information point for professional staff, families, key partners and referring agencies, and provide information about health, other services and referral pathways that are available to patients/clients requiring rehabilitation 	
	<p>General Responsibilities</p> <ul style="list-style-type: none"> • Initiate and lead quality improvement strategies and research activities to ensure the attainment of best practice standards in rehabilitation • Perform other delegated tasks appropriately and in line with grading and capabilities • Work as part of the multidisciplinary team to ensure duty requirements and standards of care are being met and maintained • Write reports and briefs and prepare and deliver presentations designed to convey relevant and appropriate information to a targeted audience. 	
<p>KEY CHALLENGES <i>(Maximum of 3)</i></p>	Implement and review the implementation of a day rehabilitation service in a time of change within the NSHLD rehab sector	
	Build rehabilitation knowledge capacity within Ryde Hospital	
	Lead and manage rehabilitation service change within the context of wider change during the Ryde Hospital Redevelopment	
<p>KEY INTERNAL RELATIONSHIPS <i>(Maximum of 3)</i></p>	WHO	WHY
	Manager allied health, rehabilitation, aged care and ambulatory care services Ryde	Report on tasks and escalate issues
	Nursing, Medical and Allied Health GDR staff	Coordinate care and manage service

KEY EXTERNAL RELATIONSHIPS <i>(Maximum of 2)</i>	WHO	WHY
		External referrers
SELECTION CRITERIA <i>(Minimum of 3 maximum of 8)</i>	Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.	
	Demonstrated knowledge of professional and clinical issues relating to rehabilitation across the health care spectrum.	
	Significant experience providing direct clinical interventions, case management and consultancy to clients participating in the rehabilitation process.	
	Current full registration with Australian Health Practitioner Regulation Agency or eligibility for relevant governing professional body.	
	Allied Health: Relevant tertiary qualification in Social Work, Occupational Therapy, Speech Pathology, Physiotherapy, Dietetics, Podiatry, or other qualification deemed equivalent by the employer with relevant clinical experience at Level 2.	
	Nursing: Relevant post-registration qualifications and at least 3 years' experience working in the clinical area of their specified post-graduate qualification, or such other qualifications or equivalent experience deemed appropriate by the public hospital or public health organisation.	
	Demonstrated ability to work independently and as part of a team with a commitment to a multidisciplinary approach to care	
	Computer literacy including Microsoft Office and demonstrated excellent verbal and written communication skills and sound administrative methods.	
	Demonstrated advanced time management skills including an ability to effectively prioritise workloads with limited resources and the complexities of multiple site communications and service delivery.	
Evidence of ability to develop, implement and evaluate rehabilitation referral programs for staff, patients, clients, and carers.		

JOB DEMANDS CHECKLIST

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Infrequent: intermittent activity exists for a short time on a very infrequent basis
 Occasional: activity exists up to 1/3 of the time when performing the job
 Frequent: activity exists between 1/3 and 2/3 of the time when performing the job
 Constant: activity exists for more than 2/3 or the time when performing the job
 Repetitive: activity involved repetitive movements
 Not Applicable: activity is not required to perform the job

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not applicable
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Not applicable
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Not applicable
Kneeling - remaining in a kneeling posture to perform tasks	Not applicable
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Not applicable
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Not applicable
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Frequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Not applicable
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Not applicable
Reaching - Arms fully extended forward or raised above shoulder	Occasional
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Not applicable
Hand & Arm Movements - Repetitive movements of hands and arms	Occasional
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Frequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not applicable
Driving - Operating any motor powered vehicle	Occasional

Sensory Demands	Frequency
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Not applicable
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
Touch - Use of touch is an integral part of work performance	Not applicable
Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Infrequent
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Infrequent
Unpredictable People – eg dementia, mental illness, head injuries	Infrequent
Restraining - involvement in physical containment of patients / clients	Not applicable
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Not applicable
Environmental Demands	Frequency
Dust - Exposure to atmospheric dust	Not applicable
Gases - Working with explosive or flammable gases requiring precautionary measures	Not applicable
Fumes - Exposure to noxious or toxic fumes	Not applicable
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not applicable
Hazardous substances - e.g. Dry chemicals, glues	Not applicable
Noise - Environmental / background noise necessitates people raise their voice to be heard	Not applicable
Inadequate Lighting - Risk of trips, falls or eyestrain	Not applicable
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Not applicable
Confined Spaces - areas where only one egress (escape route) exists	Not applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Not applicable
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Infrequent



Health

Northern Sydney Local Health District

POSITION DESCRIPTION

Reference Number :	299924		
Recruitment Type	General Recruitment		
Position Number :	536702		
Position Title :	Rehabilitation Coordinator		
Cost Centre :	Cost Centre	Code	%
	MVA Stroke Rehab Unit	GEN 260223	100
Organisation unit :	NSW Health Service - Northern Sydney Local Health District		
Location :	Mona Vale		
Facility :	Mona Vale Hospital		
Advertised Award/Classification	CNS 2		
Registration/ Licence Requirements :	Nursing and Midwifery Board of Australia NMW		
Vaccination Category :	Category A		
Employment Screening Check			
National Criminal Record Check :	Yes		
Working With Children Background Check :	Yes		
Working With Aged Care Check :	No		
Responsible To :	Director of Nursing Mona Vale Hospital		
Responsible For :	<p>The role of the Rehabilitation Referral Coordinator is to provide leadership in facilitating appropriate referrals and patient access to the Rehabilitation Service.</p> <p>The Rehabilitation Referral Coordinator will ensure daily coordination of patient flow and admissions to the In-patient Rehabilitation Service.</p> <p>The Clinical Nurse Specialist (CNS2) Rehabilitation Coordinator is an experienced Registered Nurse authorised to function with an extended autonomy of clinical decision making within the rehabilitation specialty.</p>		

Purpose Of Position :

The CNS 2 Rehabilitation Coordinator is responsible for the coordination of the patient referral process to the NB Rehabilitation Service and facilitation of timely patient flow and access to the service.

The CNS2 Rehabilitation Coordinator facilitates assessment, planning and transfer of care of patients into the NB Rehabilitation Service and provides clinical leadership within the rehabilitation specialty.

Key Accountabilities :

Clinical Practice

- demonstrates advanced clinical knowledge and skill through critical analysis, problem solving and accurate decision making
- initiates clinical care in accordance with extended role of practice in rehabilitation coordination
- conduct initial assessment of patients referred to the Rehabilitation Service
- Provide ongoing assessment and review of patients accepted for admission to the Rehabilitation Service
- assesses individuals referred to the Rehabilitation Service against agreed admission criteria
- to consult with other specialists / allied health professionals involved with clients to provide integrated care planning
- to ensure that appropriate referrals have been arranged
- to ensure that communication /support systems with essential health care personnel are understood by the patients, their families and /or support persons
- to liaise with nursing, medical physiotherapy, and other relevant health professionals to facilitate optimum care, timely transfer for rehabilitation services
- to respond appropriately to changes in clinical condition within the guidelines of the coordinator role

Education and Expert Coaching

- to implement educational strategies for individual referred to the rehabilitation service, their families and/or support persons with regard to the rehabilitation process and expected outcomes
- to monitor and evaluate progress and the outcomes of referrals
- to participate in in-service education for nursing staff in relation to rehabilitation processes and service
- advertising, promoting and marketing Rehabilitation Services at Mona Vale to key stakeholders

Clinical Leadership

- to act as a clinical expert/resource person, advising and assisting staff with specialised process of rehabilitation referrals and reviews
- coordinate waiting list to ensure equitable access to the service
- identifies and promotes innovative clinical practice related to rehabilitation coordination
- contributes to the ongoing review of clinical policies and procedures within the rehabilitation specialty
- to maintain close professional liaison with Rehabilitation and Allied health services in the NSLHD
- actively participates in the formulation and review of standards, protocols, guidelines and procedures that support improvements to clinical practice

Professional Development of Self

- to attend and / or participate in relevant courses, conferences and seminars
- to be aware of the exchange and dissemination of ideas between staff in the rehabilitation field at state, national and international levels
- to maintain current best practice and knowledge relevant to rehabilitation coordination

General Responsibilities

	<ul style="list-style-type: none"> • participate in Quality Improvement activities and provide a high level of customer service to patients, staff and others • comply with the Code of Conduct, OHS, EEO, Smoke Free, Bullying and Harassment and other LHD policies and procedures • maintain strict confidentiality in relation to all patient, staff, workplace and LHD matters • report any risk identified to the manager and request a risk assessment • co-operate with other staff members to ensure that duty requirements and standards are being met and maintained • perform all other delegated tasks appropriately and in line with grading and capabilities.
	<p><i>All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.</i></p>
Challenges/Problem Solving :	<p>The major challenges for the position holder are:</p> <ul style="list-style-type: none"> • Time management and prioritising workload demands • Maintaining good communication with multiple stakeholders multidisciplinary team /s across disciplines • Responding quickly and appropriately to changing environments / situations • Working cohesively and competently with clinicians and management across multiple sites to meet the goals of the service
Communication :	<p>Internal:</p> <ul style="list-style-type: none"> • Managers and multidisciplinary clinical staff in the Division of Aged Care and Rehabilitation • Managers and multidisciplinary staff across the LHD <p>External:</p> <ul style="list-style-type: none"> • The CNS2 Rehabilitation Coordinator has a number of external relationships across a wide range of professional and non professional services
Decision Making :	<p>Clinical decisions within the boundaries of professional practice of a Registered Nurse and commensurate with expertly knowledge and experience</p>
	<p>Selection Criteria</p> <p>Registered Nurse, with current AHPRA registration</p> <p>Post-graduate qualification relevant to Rehabilitation and at least three years working in the clinical area of rehabilitation nursing</p> <p>Demonstrated ability to work independently and as part of a team with a commitment</p>

Selection Criteria :	<p>to a multidisciplinary approach to care</p> <p>Evidence of ability to develop, implement and evaluate rehabilitation referral programs for staff / patients / clients and carers</p> <p>Demonstrated ability to influence and enhance clinical practice and improve effectiveness of intervention, including introduction of evidence based practice</p> <p>Demonstrated excellent verbal and written communication skills including computer literacy and competency in Microsoft Office applications</p> <p>Demonstrated ability to undertake quality improvement activities and promote an environment that encourages the application of these principles</p> <p>Current Drivers Licence</p>
Staffing :	Nil
Budget :	Nil
Financial Delegation:	Nil

JOB DEMANDS CHECKLIST

Physical Demands	
	Frequency
Sitting - remaining in a seated position to perform tasks	Occasional
Standing - remaining standing without moving about to perform tasks	Occasional
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Occasional
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling posture to perform tasks	Occasional
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Occasional
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Occasional
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Infrequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Not Applicable
Reaching - Arms fully extended forward or raised above shoulder	Occasional
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Occasional
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm Movements - Repetitive movements of hands and arms	Occasional
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Occasional
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving - Operating any motor powered vehicle	Occasional
Sensory Demands	
	Frequency
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Occasional
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Occasional
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not Applicable
Touch - Use of touch is an integral part of work performance	Occasional
Psychosocial Demands	
	Frequency
Distressed People - e.g. Emergency or grief situations	Occasional
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Infrequent
Unpredictable People - e.g. Dementia, mental illness, head injuries	Infrequent
Restraining - involvement in physical containment of patients / clients	Infrequent

Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
Environmental Demands	
	Frequency
Dust - Exposure to atmospheric dust	Infrequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes - Exposure to noxious or toxic fumes	Not Applicable
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Infrequent
Hazardous substances - e.g. Dry chemicals, glues	Not Applicable
Noise - Environmental / background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting - Risk of trips, falls or eyestrain	Not Applicable
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Not Applicable
Confined Spaces - areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not Applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Infrequent

As the incumbent of this position, I confirm I have read the Position Description and Job Demands Checklist, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: _____

Employee Signature _____ Date: _____

Manager's Name: _____

Manager's Signature _____ Date: _____

POSITION DESCRIPTION

NSLHD - Patient Flow Continuum Care Coordinator, CNS 2



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Clinical Nurse Specialist Gde 2
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing & Midwifery Clinical Nurse Specialist
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

The Patient Flow Continuum Care Coordinator will assist with the coordination, planning and case managing of the discharge process of patients with complex care needs. The Patient Flow Care Coordinator will assist with planning the most appropriate pathway of care for patients with identified acute or acute on chronic care needs, in consultation with the referrer and the appropriate multi-disciplinary team.

- Provide consultative advice for discharge processes solutions for inpatient ward areas.
- Ensure the optimal utilisation of services, and alternatives for early discharge, admission avoidance are sustainability implemented and maintained through the development of relationships with key Clinicians.

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. A 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

POSITION DESCRIPTION

NSLHD - Patient Flow Continuum Care Coordinator, CNS 2

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.

ESSENTIAL CRITERIA

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

KEY ACCOUNTABILITIES

- Facilitate patient flow across the continuum of care
- Facilitate complex discharge planning and referral services and early identification of risk factors for patients and the clinical units — that is: coordination of the discharge planning process.
- Ensures the hospital facilitates patient flow and separation in a safe, timely, appropriate, effective and efficient manner
- Attend multidisciplinary ward discharge meetings to establish, monitor and maintain patient flow throughout the organisation
- Conducts rounds of clinical areas to identify transfer of care issues and develops plans accordingly
- Undertakes best practice activities which support pro- active discharge management
- Monitor high complex patient needs within the context of improving the patient journey
- Early engagement with patients, families and care providers to ensure timely discharge planning
- Ability to utilise and share knowledge of hospital and community-care systems to facilitate discharge of patients from the organisation.
- Identify and resolve patient flow barriers (access and egress) in clinical areas.
- Provide a consultative discharge planning role within the organisation for patients with complex requirements.
- Set goals and implement plans to achieve identified outcomes.
- Providing "Waiting for What" information from the patient flow portal and escalate WFW's daily.
- Review Expected Discharge Dates (EDD's) on the patient flow portal and consult with NUMs on a daily basis.
- Assist with the coordination of seasonal and other bed requirements for the hospital.
- Assume a flexible approach to accommodate the needs of the individual groups/units.
- Champion, educate and lead health professionals to use the patient flow portal and the correct way to do so.
- Demonstrate improvements in patient access, flow and early patient discharge.
- Including patients from the Emergency Department, community and inter-hospital transfers. Ensure these are communicated daily and within the specified timeframes.
- Demonstrate the review of all patients' length of stay (LoS) and assist with the development of case management/care plan.
- Assist patient flow with meeting national targets as outlined below:

POSITION DESCRIPTION

NSLHD - Patient Flow Continuum Care Coordinator, CNS 2

- ETP, Emergency Treatment Performance: Target:National Target 81%
- NEXT, National Elective Surgical Target Target:All categories attended with timeframes.
- ToC, Transfer of Care (Ambulance off stretcher times) Target:90% of ambulances offloaded within 30 minutes.
- EDD, Estimated Date of Discharge: Target:90% of patients have EDD in the patient flow portal within 24 - 48hrs of admission.
- Discharges before mid day: Target:50% of all discharges exiting before midday.

KEY CHALLENGES

- Promote sustainable access principles throughout the organisation and promote a culture where discharge planning and transfer of care is viewed as a process rather than an event.
- Implement and evaluate patient flow and access principles in accordance with quality principles to optimise patient care and safety.
- Challenging accepted practices to achieve improvements to quality and patient safety and access. Promote a consistent standard of discharge practice.

POSITION DESCRIPTION

NSLHD - Patient Flow Continuum Care Coordinator, CNS 2

KEY RELATIONSHIPS	
Who	Why
Patient Flow Manager/Team	Collaboration on patient flow planning and pathway of care for patients
Deputy Director of Nursing, Nurse Manager, Nursing Unit Managers, Members of the Nursing Executive	Information and education on best/sustainable practice
Whole of Hospital Program Team, APAC, Sydney Home Nursing	Collaboration and information sharing to ensure best patient care
External service providers, NSW Ambulance Service	Best patient care

SELECTION CRITERIA

1. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrate these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
2. Registered Nurse with Australian Health Practitioner Regulation Agency with relevant post registration qualifications and at least 3 years' experience working in the clinical area of their specified post-graduate qualifications or such other qualifications or relevant equivalent experience.
3. Demonstrated commitment to champion, educate and lead other health professionals to improve the uptake of Complex Care referrals/needs for discharging patients and admissions avoidance strategies.
4. Demonstrated understanding of operational factors which influence patient access and improve the patient journey.
5. Proven leadership qualities and the ability to set priorities, establish and achieve agreed objectives as well as the ability to work across a broad range of health disciplines.
6. Highly developed communication skills with the ability to use critical thinking skills in problem solving.
7. Demonstrated computer literacy in Microsoft Office applications and health support platforms including Cerner, eMR2, Firstnet, Patient Flow Portal.

POSITION DESCRIPTION

NSLHD - CYMHS Children of Parents with Mental Illness (COPMI) (Multi-Disc)



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Clinical Nurse Specialist Gde 2, Clinical Psychologist, Occupational Therapist Lvl 3, Social Worker Lvl 3
State Award	Health and Community Employees Psychologists (State) Award NSW Health Service Health Professionals (State) Award Public Health System Nurses & Midwives (State) Award
Category	Mental Health, Drug & Alcohol Mental Health Clinician
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

MHDA Declaration

Each person's unique journey of recovery will be supported by mental health drug and alcohol services in a way that fosters hope, purpose and resilience.

MHDA Statement of Intention

The intention of the NSLHD MHDA is to provide recovery-oriented, trauma informed services that are guided by evidence based practices and collaboration.

The COPMI clinician role aims to develop sustainable networks between the adult Mental Health Services (MHS), Child and Youth Mental Health Services (CYMHS) and other services/agencies in the provision of support to families and children affected by parental or other familial mental health difficulties. The role may also offer direct clinical service such as assessment, brief intervention and referral for these families.

The role will: Enhance consumer and family care through developing systems for improved communication between CYMHS, adult MHS and other service providers.

Develop coordinated systems of care to improve outcomes for children and parents who are consumers of adult MHS or CYMHS.

Provide staff in adult MHS and CYMHS with support in meeting their obligations in relation to child at risk legislation, policy directives and procedures in relation to COPMI families.

Offer targeted collaborative clinical assessment and intervention in conjunction with CYMHS and/or adult MHS.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course (2 doses) of a Therapeutic Goods

POSITION DESCRIPTION

NSLHD - CYMHS Children of Parents with Mental Illness (COPMI) (Multi-Disc)

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. A 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.

ESSENTIAL CRITERIA

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

NSLHD supports [diversity and inclusion](#) and these principles should be applied when interacting with our patients and work colleagues.

KEY ACCOUNTABILITIES

Clinical and service development

- To provide consultation/liaison to MHS and CYMHS regarding COPMI families and COPMI specific issues
- To work directly with families affected by mental health issues to assess their needs and the needs of children in relation to minimising the impact of parental/family mental illness on children.
- To offer age appropriate psycho-education and supports for children whose parents/siblings are affected by mental health difficulties.
- To make appropriate referrals for ongoing support where COPMI clinician intervention is completed or not appropriate.
- To support positive parenting in parents affected by mental ill health in order to reduce the impact of mental illness on children.
- To be involved in joint assessments with MHS and CYMHS where specific COPMI needs are identified.
- To offer specific targeted interventions including home and school visits where appropriate to engage with and meet the specific needs of the population.

Professional and service development

- To identify opportunities for the wider mental health service to identify and respond to the needs of children and young people living in families affected by mental illness.
- To provide regular COPMI specific education and training and education health and non- health staff regarding COPMI specific issues.
- To actively contribute to service planning and development
- To participate in regular clinical supervision and clinical review to maintain high standard of clinical practice.
- To contribute to and/or lead quality improvement and clinical research programs to improve outcomes for consumers

POSITION DESCRIPTION

NSLHD - CYMHS Children of Parents with Mental Illness (COPMI) (Multi-Disc)

and the quality of service delivery.

- To provide discipline specific supervision of university students as required.

Administrative

- To comply with and implement relevant policy and procedures
- To register new consumers to the service, maintain accurate timely clinical records and activity reporting in accordance with MoH and NSLHD requirements
- To hold and distribute COPMI resources to families and service providers
- To attend team and professional meetings as required
- To contribute to accreditation activities as required

General Duties and Responsibilities

- To comply with the NSW Health Code of Conduct and adhere to all relevant policies and procedure of the NSLHD and Mental health Drug and Alcohol (MHDA) service.
- To adhere to principles covered by the Privacy Act and maintain strict confidentiality in relation to consumer, staff, workplace and LHD matters
- To comply with the Mental Health Act 2007, OHS, Child Protection, Domestic Violence, EEO, Smoke Free Workplace, Bullying and Harassment and other relevant legislation, policy and procedures.
- Report any risks or hazards identified (e.g. OHS/ clinical, financial, technology, public image) to the manger and request a risk assessment, participate in risk management activities.
- Cooperate with staff and managers to ensure duty requirements and standards are met and maintained
- Undertake any other reasonable duties as directed by the service manager, which fall within award condition and in line with grading and capabilities

KEY CHALLENGES

- Working across a wide range of services with differing priorities and ways of working.
- Provision of specific evidence based targeted clinical intervention within a multidisciplinary team and in consultation with the treating team.
- Working within changing and differing service delivery models, and increasing service demand and competing priorities.

KEY RELATIONSHIPS

Who	Why
Service Manager CYMHS	Line manager
CYMHS Clinical Lead and team	Service Coordination and direct colleagues
PIMH/COPMI coordinator	Strategic and service direction
Adult MHS	Collaborative Partnership to enhance consumer care
FACS	Child wellbeing and child protection

SELECTION CRITERIA

1. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration,

POSITION DESCRIPTION

NSLHD - CYMHS Children of Parents with Mental Illness (COPMI) (Multi-Disc)

- Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
2. Relevant tertiary qualification in Clinical Psychology, Social Work, Occupational Therapy or Nursing with current full registration with APRHA (or for Social Work membership of relevant professional body). Clinical Psychologists need to hold master's degree or higher in Clinical Psychology. Clinical Nurse Specialists must have relevant post-registration qualifications and at least 3 years' experience working in the clinical area of their specified post-graduate qualification or such other qualifications or relevant equivalent experience. Social Workers and Occupational Therapists require relevant clinical experience with minimum at Level 2.
 3. Demonstrated clinical experience in adult mental health and/or child and youth mental health.
 4. Demonstrated understanding of the issues for children and adolescents living in families affected by mental illness and family sensitive practice and partnerships for COPMI.
 5. Experience in working with children and young people and their families individually and within a group setting.
 6. Ability to work independently and within a multidisciplinary team environment with excellent written and verbal communication skills.
 7. Current NSW drivers licence.

POSITION DESCRIPTION

NSLHD - Early Psychosis Intervention Service (EPIS)



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Clinical Nurse Specialist Gde 2, Clinical Psychologist, Diversional Therapist Lvl 3, Occupational Therapist Lvl 3, Social Worker Lvl 3
State Award	Health and Community Employees Psychologists (State) Award NSW Health Service Health Professionals (State) Award Public Health System Nurses & Midwives (State) Award
Category	Mental Health, Drug & Alcohol Mental Health Clinician
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

MHDA Declaration

Each person's unique journey of recovery will be supported by mental health drug and alcohol services in a way that fosters hope, purpose and resilience.

MHDA Statement of Intention

The intention of the NSLHD MHDA is to provide recovery-oriented, trauma informed services that are guided by evidence based practices and collaboration.

The Mental Health Clinician, in collaboration with the multidisciplinary EPIS team, will provide high quality evidence based specialist mental health assessment and interventions to young people experiencing their first episode of psychosis or at risk of experiencing psychosis.

The position requires provision of a mobile outreach service to support rapid and community-based assessment and intervention, also collaboration with the Adult Mental Health Acute Care Team and Inpatient Units.

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. A NSW Health agency may require further information about the medical contraindication (including but not limited to an Immunisation Medical Exemption form - IM011 form).

POSITION DESCRIPTION

NSLHD - Early Psychosis Intervention Service (EPIS)

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.

ESSENTIAL CRITERIA

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

NSLHD supports [diversity and inclusion](#) and these principles should be applied when interacting with our patients and work colleagues.

KEY ACCOUNTABILITIES

General

- To provide evidence informed mental health assessment and therapeutic interventions for young people experiencing first episode psychosis and their families/carers utilising professional skills and knowledge.
- To liaise, inform, consult and discuss relevant clinical matters with members of the multidisciplinary team and other agencies for the effective treatment of consumers.
- To contribute to the planning and implementation of systems of care for young people with psychosis within the Mental Health Service.

Clinical

- Provide care coordination to allocated consumers according to early psychosis best practice and evidence within an agreed framework.
- Develop case formulations and to develop, implement and evaluate appropriate treatment.
- Provide discipline-specific interventions. This may include, **but is not limited to:**
 - Nurse:** medication advice and administration
 - Psychologist:** cognitive assessments and psychological interventions within scope of practice
 - Occupational Therapist:** functional assessments
 - Social Worker:** assistance with applications to Government agencies
- Provide consultation to staff within CYMHS, Adult Mental Health and service partners on specific services and interventions for psychosis in young people

Professional

- Assist with field work education of student placements.
- Contribute to quality improvement and clinical research projects to improve client outcomes and the

POSITION DESCRIPTION

NSLHD - Early Psychosis Intervention Service (EPIS)

quality and efficiency of service delivery.

- Participate in regular clinical supervision and reviews to maintain a high standard of clinical practice.
- Attend professional meetings as required.
- Actively contribute to service planning and development.

Administrative

- Maintain accurate medical records and activity reporting in accordance with current MOH and NSLHD requirements and complete timely clinical documentation, reviews and discharges and activity reporting.
- Participate in team meetings and implement key policies and procedures.

General Duties and Responsibilities

- Adhere to principles covered in the Privacy Act and maintain strict confidentiality in relation to patient, staff, work place and LHD matters.
- Comply with Mental Health Act 2007, OHS, Child Protection, Domestic Violence, EEO, Smoke Free Workplace Policy, Bullying and Harassment and other policies and procedures.
- Attend all required Mandatory training
- Report any risk identified (OHS, clinical, financial, technology, public image, etc.) to the managers and request a Risk Assessment. Participate in risk management activities.
- Cooperate with staff members to ensure that duty requirements and standards are being met and maintained.
- Undertake other duties as directed by the Service Manager as delegated. Perform all reasonable tasks delegated to the best of your ability within award provisions and in line with your grading and capabilities.

KEY CHALLENGES

- To manage a caseload with varying levels of complexity and acuity within a small multi-disciplinary team
- To provide both care coordination and discipline-specific assessments/ interventions in a part-time position

POSITION DESCRIPTION

NSLHD - Early Psychosis Intervention Service (EPIS)

KEY RELATIONSHIPS	
Who	Why
EPIS team and Team Leader, CYMHS Service Manager, clinical and administrative staff within NSLHD CYMHS.	To provide collaborative and client centred care, to report on any issues, WHS concerns or tasks.
Service Director and Clinical Director CYMHS	To report on any issues and tasks.
Adult Mental Health Acute Care Team and Inpatient Units	Coordination of care for consumers
General Practitioners and other health service providers.	General Practitioners and other health service providers.
Education providers, headspace, local youth workers, NGOs and Community Services.	To share information and to provide coordinated care for young people with psychosis.

SELECTION CRITERIA

1. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
2. Relevant tertiary qualifications in Clinical Psychology, Social Work, Occupational Therapy and Nursing. Clinical Psychologists must have minimum postgraduate Masters in Clinical Psychology and current registration with AHPRA. For Social Work, experience as a Level 2 clinician and eligibility for membership of AASW. Occupational Therapist must have current AHPRA registration and experience as a Level 2 clinician. Clinical Nurse Specialist Grade 2 must have AHPRA registration as a registered nurse and relevant post-registration qualifications and at least 3 years experience working in the clinical area of their specified post-graduate qualification or such other qualifications or relevant equivalent experience.
3. Current unrestricted NSW drivers licence
4. Relevant clinical mental health experience in a community setting which includes working with young people and their families.
5. Demonstrated knowledge and skills in the assessment, formulation and treatment of psychosis and other mental health problems and family relationship issues
6. Demonstrated experience working with young people providing psychological interventions and provision of groups in mental health
7. Computer literacy and demonstrated excellent verbal and written communication skills and sound administrative methods.

POSITION DESCRIPTION

NSLHD - Specialist Rehabilitation Clinician (MultiDisc)



Northern Sydney
Local Health District



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Clinical Psychologist, Occupational Therapist Lvl 3, Psychologist, Social Worker Lvl 3
State Award	Health and Community Employees Psychologists (State) Award NSW Health Service Health Professionals (State) Award Public Health System Nurses & Midwives (State) Award
Category	Mental Health, Drug & Alcohol Mental Health Clinician
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

The Mental Health Rehabilitation Program (MH-RP) 2005 was established to provide specialist rehabilitation staff to deliver individually targeted assessment and interventions and community linkages for people whose mental illness significantly impairs their ability to function in daily life (due to difficulties in social, psychological or cognitive functioning) including:

- Expert individual rehabilitation assessment and program development and delivery
- Consultation and support for community mental health clinicians in rehabilitation assessment & program development and delivery
- Planned and coordinated integrated service delivery through enhanced service integration with MHDA and its partners.

The position will be sector based: working within non-acute community adult mental health teams including CAMHS and other early intervention programs; to provide psychosocial rehabilitation services (assessment, comprehensive care plan development and intervention support) to consumers of the Sector Adult Mental Health Services and to work in collaboration with community service providers.

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. A NSW Health agency may require further information about the medical contraindication (including but not limited to an

POSITION DESCRIPTION

NSLHD - Specialist Rehabilitation Clinician (MultiDisc)

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.

ESSENTIAL CRITERIA

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NSLHD supports [diversity and inclusion](#) and these principles should be applied when interacting with our patients and work colleagues.

KEY ACCOUNTABILITIES

- Attend referral meetings or establish communication processes with AOT, Adult Care Coordination teams and Early Intervention programs, to identify appropriate consumers to be referred for specialist rehabilitation. Specialist Rehabilitation intervention to be documented appropriately.
- Use best practice and evidence based psychosocial rehabilitation methodologies in designing rehabilitation programs.
- Provide support/clinical consultation to the Consumer and the treating team in implementing the care plan. To provide recommendations for alternative methods to increase consumer's independence in living skills and sustainable community integration including development of support networks.
- Consult with the treating team leader when to take a lead role in the implementation of the consumer's care plan, such that primary responsibility for the consumer's care rests with the SRC, in consultation with the care coordinator, as long as clinically indicated.
- Refer consumers to appropriate community services to support wellness, sustained community integration and development of support networks. To liaise with community services and agencies in support of consumers mental health needs.
- Evaluate care plans and update individual rehabilitation programs to meet identified consumer goals when requested by the treating team.
- Attend and Contribute to team meetings and other local meetings relevant to clinical responsibility including policy discussions and clinical reviews.
- As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

POSITION DESCRIPTION

NSLHD - Specialist Rehabilitation Clinician (MultiDisc)

KEY CHALLENGES

- Develop and implement networks within existing Sector Adult Mental Health Services to identify consumers who would benefit from access to specialist clinical rehabilitation assessment and program development.
- Utilise the Collaborative Recovery Model and evidence based and best practise psychosocial rehabilitation strategies to support the development of consistent rehabilitation service delivery across NSLHD.
- To meet the strategic goals of Mental Health Drug and Alcohol.

KEY RELATIONSHIPS

Who	Why
Sector Service Director and Deputy Director	For strategic leadership.
Existing Acute and Community Mental Health Services particularly the Assertive Outreach Team, Case Management Teams, Early Intervention programs	To identify new referrals, to inform clinical work with consumers, to appropriately share different parts of consumer's care journey.
Consumer Participation Networks	To build relationship that form part of service provision.
Community groups and vocational organisations	To link consumers with appropriate services as part of community integration and building support networks.
Non-government and government organisations with a focus on those that are funded under the NSW Health NGO Grants program by Northern Sydney Local Health District (NSLHD)	To link consumers with appropriate services as part of community integration and building support networks

SELECTION CRITERIA

1. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
2. Relevant tertiary qualification in Psychology or Occupational Therapy with current AHPRA registration. Social workers must have relevant tertiary qualifications and must be eligible for membership to the AASW. Clinical experience at minimum Level 2 is required. Clinical Psychologists must have minimum postgraduate Masters in Clinical Psychology and current registration with AHPRA.
3. Extensive clinical experience and specialist knowledge in assessment of a Mental Health Consumer's capacity to engage in meaningful occupation and provide rehabilitation that is goal orientated, facilitates living skills, life role development and promotes social inclusion in consumers' lives.
4. Experience with evidence based practice, work experience providing mental health rehabilitation services within a recovery paradigm, clinical experience with a variety of psychosocial interventions to assist in consumer goal attainment including but not limited to psycho-education, family work, motivational interviewing and cognitive behavioural therapy.
5. Excellent communication and interpersonal skills and extensive experience in working collaboratively with key stakeholders including Health, NGO and local government to provide services to mental health

POSITION DESCRIPTION

NSLHD - Specialist Rehabilitation Clinician (MultiDisc)



Northern Sydney
Local Health District

- rehabilitation consumers.
6. Sound knowledge and practical computer skills including MS office.
 7. Demonstrated advanced time management skills including an ability to effectively prioritise workloads with limited resources and the complexities of multiple site communications and service delivery.
 8. Current NSW motor vehicle drivers licence.

POSITION DESCRIPTION**CCLHD - Specialist Rehabilitation Clinician
– Non-Acute Community Mental Health**

<p>Our CORE values</p> <p>Collaboration Openness Respect Empowerment</p>		
Organisation	NSW Health	
Local Health District / Agency	Central Coast Local Health District	
Position Classification	Clinical Nurse Specialist Gde 2, Occupational Therapist Lvl 3, Psychologist, Snr Psychologist, Social Worker Lvl 3	
State Award	Health and Community Employees Psychologists (State) Award NSW Health Service Health Professionals (State) Award Public Health System Nurses & Midwives (State) Award	
Category	Mental Health, Drug & Alcohol Mental Health Clinician	
Website	www.cclhd.health.nsw.gov.au	

PRIMARY PURPOSE

The Specialist Rehabilitation Service (SRS) is structured to provide additional support (beyond that of care coordination) for existing consumers of adult mental health service referred to SRS.

SRS target consumers with chronic and complex mental health issues who frequently have histories of high level use of both community and inpatient mental health services. The SRS aims to facilitate individual's personal recovery (as distinct from clinical recovery) and it is expected that as individuals experience improved quality of life, gains in wellbeing will follow, with a concurrent reduction in overall use of mental health services.

The SRS works within the framework of the Collaborative Recovery Model. All aspects of service design and delivery are recovery oriented and therefore client-centred and collaborative, family inclusive and trauma-informed.

The SRS deliver individually targeted assessment, interventions and community linkages for people whose mental illness significantly impairs their ability to function in daily life (due to difficulties in social, psychological or cognitive functioning).

SRS include:

- Expert individual rehabilitation assessment and program development and delivery
- Consultation and support for community mental health clinicians in rehabilitation assessment, program development and delivery
- Planned and coordinated integrated service delivery through enhanced service integration with the Mental Health Service and its partners.
- Provision of formal and informal training to MH clinicians regarding recovery oriented service provision
- Assist the consumer, their carer / family and the community to obtain access to accurate and relevant health information.
- Promote mental wellness by maximising the range of lifestyle choices and informed decisions available to patients / clients of mental health care.
- Work with individuals, families and / or significant others and the community to promote health and decrease the risk of illness.

This role is suitable for the following:

POSITION DESCRIPTION

CCLHD - Specialist Rehabilitation Clinician – Non-Acute Community Mental Health

- Social Worker Lvl 3
- Occupational Therapist Lvl 3
- Psychologist
- Snr Psychologist
- Clinical Nurse Specialist Gde 2

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. A 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.

ESSENTIAL CRITERIA

Supervisor

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

Must have a Working with Children's Check and a current drivers licence

KEY ACCOUNTABILITIES

- Contribute to the total health care needs and expectations of clients, clinicians and staff, and the community we serve by providing and maintaining a high level of standard in the Mental Health Service.
- Carry out specialist rehabilitation assessment for identified consumers. This includes the identification of consumer goals, task and role assessment in appropriate contexts and environments within the consumer's home and local community and the development of comprehensive care plans to support consumer goals attainment.

POSITION DESCRIPTION

CCLHD - Specialist Rehabilitation Clinician – Non-Acute Community Mental Health

- Use best practice and evidence based recovery oriented methodologies in designing rehabilitation programmes.
- Provide support / clinical consultation to the Consumer and the treating team in implementing the care plan. Provide recommendations for alternative methods to increase consumer's independence in living skills and sustainable community integration including development of support networks.
- Provide short periods of intensive intervention to assist consumers and their treating team in the implementation of the Care Plan, when appropriate. This may be when the clinical rehabilitation component of clinical services is the primary focus of the treatment the consumer is receiving.
- Provide clinical input into the transition process for individuals being discharged from non-acute rehabilitation hospitals and returning to the Central Coast to live
- Facilitate group interventions where appropriate
- Demonstrated commitment to Caring for the Coast vision, goals and strategies, with demonstrated behaviours which align with the NSW Health CORE values and CCLHD Values and behaviours charter.

KEY CHALLENGES

- Develop and implement networks within existing Mental Health Services to identify consumers who would benefit from access to specialist clinical rehabilitation assessment and programme development.
- To assist in the implementation and development of a specialist mental health recovery oriented service within CCLHD.
- Utilise evidence based and best practise recovery oriented strategies to support the development of consistent rehabilitation service delivery across CCLHD.
- To meet the strategic goals of the specialist rehabilitation service and the CCLHD Mental Health Service.

KEY RELATIONSHIPS

Who	Why
Manager AOT/ Manager Adult Community Mental Health	For operational/professional support and direction.
Multidisciplinary team	Collegial support advice and consultation
Mental Health Service	Referral to and from other teams within the service to ensure appropriate and timely support is offered to consumers and to avoid service duplication
Mental Health Consumers and their families/ carers	Provide consumer centred clinical care to those with a lived experience of mental illness
Community Managed Organisations	To refer to and coordinate service delivery for mental health consumers and to ensure timely access to appropriate services

SELECTION CRITERIA

1. Current AHPRA registration as a Registered Nurse, Psychologist or Occupational Therapist or eligibility

POSITION DESCRIPTION

CCLHD - Specialist Rehabilitation Clinician – Non-Acute Community Mental Health

- for membership with AASW for Social Workers.
2. Knowledge of and experience practicing utilising contemporary mental health recovery principles.
 3. Extensive clinical experience and specialist knowledge in assessment of a Mental Health Consumer's capacity to engage in meaningful occupation and provide rehabilitation that is goal orientated, facilitates living skills, life role development and promotes social inclusion in consumers' lives.
 4. Experience with evidence based practice, work experience providing mental health rehabilitation services within a recovery paradigm, clinical experience with a variety of psychosocial interventions to assist in consumer goal attainment
 5. Demonstrated effective communication including verbal, written and interpersonal skills and information technology skills to provide complex specialty services in mental health practice
 6. Extensive experience in working collaboratively with key stakeholders including Health, NGO and local government to provide services to mental health rehabilitation consumers.
 7. Demonstrated advanced time management skills including an ability to effectively prioritise workloads with limited resources and the complexities of multiple site communications and service delivery.
 8. Demonstrated understanding of how the District is Caring for the Coast and how this role would contribute.

POSITION DESCRIPTION

HNELHD - Rehabilitation Case Manager

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Hunter New England Local Health District
Position Classification	Occupational Therapist Lvl 3, Physiotherapist Lvl 3, Psychologist, Registered Nurse, Social Worker Lvl 3
State Award	Health and Community Employees Psychologists (State) Award NSW Health Service Health Professionals (State) Award Public Health System Nurses & Midwives (State) Award
Category	Allied Health Health Clinician
Website	www.hnehealth.nsw.gov.au

PRIMARY PURPOSE

Providing service coordination and specialised case management to clients of the HNEkidsRehab service whilst working effectively as part of an interdisciplinary team including inpatient and community based service providers.

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. A 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.

KEY ACCOUNTABILITIES

- Provide comprehensive rehabilitation case management services to HNEkidsRehab clients including

POSITION DESCRIPTION

HNELHD - Rehabilitation Case Manager

complex cases

- Develop and submit individual rehabilitation plans for HNEkidsRehab clients including the development of plans for non-compensable clients and compensable clients as per CTP, Workcover and iCare/LTCS guidelines.
- Contribute to HNEkidsRehab interdisciplinary team in the overall planning, implementation and achievement of rehabilitation goals for clients.
- Work collaboratively with HNEkidsRehab team members to assist in developing and implementing interdisciplinary programs to assist clients in maximising their independence in the community.
- Referring to, co-ordination of and monitoring of professional and other external services relevant to the implementation of clients rehabilitation plans.
- Negotiate and act as an advocate for the client and/or family, between service providers, community agencies and funding bodies to facilitate the delivery of the most efficient rehabilitation program that remains client focused.
- Complete standardised assessments as required to develop a comprehensive rehabilitation plan for the child or young person.
- Develop working relationships with other public and private health service providers, education services and local community services to ensure the child, young person and family have access to all appropriate services and support.
- Be an approved provider with LTCSA or to apply for the same.
- Have an unrestricted drivers licence and willingness to drive to appointments when required.
- Act in accordance with the HNE Health Values Charter and NSW Health Code of Conduct; model behaviours that reflect the Excellence Framework (Every Patient, Every Time) and ensure work is conducted in a manner that demonstrates values of cultural respect in accordance with HNE Health's Closing the Gap strategy.
- All staff are expected to take reasonable care that their acts and omissions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given to them and with any policies/procedures relating to health or safety in the workplace that are known to them, as well as notifying any hazards/risks or incidents to their managers.

KEY CHALLENGES

- Delivering case management services that cover a large geographical area within a part time work capacity.
- Provide equitable case management services for the child, young person and their family who have funded and non-funded rehabilitation.
- Time management to ensure delivery of service and reporting requirements are met within required timeframes.

KEY RELATIONSHIPS

Who	Why
HNEkidsRehab staff and private/public health care providers	To develop comprehensive rehabilitation care plans.
Children, young people and their family	To facilitate appropriate goal setting.
Referrers and funding bodies e.g. LTCSA, CTP	For funding of rehabilitation services and equipment.
School staff	To facilitate successful transition back to school.

POSITION DESCRIPTION

HNELHD - Rehabilitation Case Manager

SELECTION CRITERIA

1. Possess a degree in an Allied Health profession, Nursing or Psychology with current general AHPRA registration where relevant and/or current membership (or eligible for same) of the relevant professional association.
2. Clinical experience in rehabilitation of children and young people including following an acquired brain injury.
3. Approved iCare/LTCS Case Manager status or willingness to work towards same, with high level and current working knowledge of NSW CTP, WorkCover and iCare/LTCS.
4. Demonstrated ability to communicate effectively with clients, carers, health professionals, education staff and funding bodies including high level negotiation and conflict resolution skills.
5. Demonstrated ability to work effectively as part of an interdisciplinary team.
6. High level computer literacy.
7. Demonstrated experience in effectively developing rehabilitation plans and independently case managing clients.
8. Eligibility to drive in NSW.

POSITION DESCRIPTION

ISLHD - Rehabilitation Coordinator, Illawarra Brain Injury Service (IBIS)

Our CORE values Collaboration Openness Respect Empowerment		
Organisation	NSW Health	
Local Health District / Agency	Illawarra Shoalhaven Local Health District	
Position Classification	Clinical Nurse Consultant Gde 1, Counsellor Lvl 3, Exercise Physiologist Lvl 3, Occupational Therapist Lvl 3, Physiotherapist Lvl 3, Social Worker Lvl 3, Speech Pathologist Lvl 3	
State Award	NSW Health Service Health Professionals (State) Award Public Health System Nurses & Midwives (State) Award	
Category	Allied Health Health Clinician	
Website	www.islhd.health.nsw.gov.au/	

PRIMARY PURPOSE

Responsible for maintaining effective relationships with acute services to ensure efficient and timely referrals to enable service provision; implementation of mild traumatic brain injury follow up protocols. Provide rehabilitation coordination to IBIS clients to facilitate interventions to develop a client's independent living skills to optimum functioning. This will be based on client goals and in collaboration with the IBIS team and any relevant third parties. Intervention will be provided within setting deemed most appropriate i.e. outpatient or community based. The position is required to provide timely reports that meet industry standard for clients that have compensation.

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. A 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.

POSITION DESCRIPTION

ISLHD - Rehabilitation Coordinator, Illawarra Brain Injury Service (IBIS)

KEY ACCOUNTABILITIES

- Provide advanced patient centred clinical care to patients and their families/carers.
- Work collaboratively with other health care professionals to ensure delivery of innovative clinical practice models and therapeutic techniques.
- Ensure patient care is delivered within professional, organisational, legal and ethical boundaries and reflects evidence based, best practice knowledge and practice.
- Liaise with other care and service providers to ensure seamless continuum of care across settings that meets the needs of patients and carers.
- Liaise with external service providers to optimize the utilisation of that resource in delivering services.
- Documentation of all aspects of care including education, progress notes and referrals to health care providers. Comply with ISLHD documentation standards and discipline specific guidelines for any entries into the medical records with 100% of medicolegal requirements for documentation met.
- Facilitate and promote consumer participation and feedback to ensure the service is meeting their needs.
- Provide appropriate service delivery in accordance to client need and within the limitations of the service's resources and in accordance with evidence based practice.
- Regular networking across ISLHD to ensure consistency in clinical practice and service provision as requested/delegated by IBIS manager.
- Participation in the development, implementation, monitoring and evaluation of clinical pathways, local business rules, procedures and standards to ensure best practice in IBIS services across ISLHD.
- Provide clinical supervision and support to Level 1 / 2 allied health staff (according to discipline), students as appropriate.
- Ensure competency of junior staff through assessment and training using the relevant competencies as determined by the clinical setting.
- Keep up to date with current best practice and research developments in the field of brain injury rehabilitation and facilitate staff participation to improve planning and patient care delivery in line with findings.
- To lead or assist in the development, implementation and evaluation of programs and services, including clinical indicators, outcome measures and KPIs for IBIS.
- Provide support to the department and site management as required in attending meetings, providing reports, feedback from staff and input into policy procedure development.
- Maintain professional standards and contribute to the delivery of the professional development program.
- To arrange and attend regular supervision sessions with the senior discipline therapist and IBIS manager.
- Maintain daily activity reporting in the designated system for the service.
- Work within risk management, safety, infection control and quality frameworks applicable to the organisation.
- May be required to work weekends within competency and skills base.
- Act in accordance with the ISLHD Core Values and the NSW Health Code of Conduct.

KEY CHALLENGES

- Applying evidence based practice while dealing effectively & efficiently with a broad range of clinical issues.
- Prioritising competing clinical and administrative demands.
- Working with clients who may demonstrate challenging or uncooperative behaviour.

POSITION DESCRIPTION

ISLHD - Rehabilitation Coordinator, Illawarra Brain Injury Service (IBIS)

KEY RELATIONSHIPS	
Who	Why
IBIS Manager	Provide and receive feedback; operational and professional issues.
IBIS Team	Liaise regarding patient care, clinical handover, supervision.
Acute Care team	Collaboration on patient care.

SELECTION CRITERIA

1. Appropriate allied health or nursing background and current registration to practice according to discipline and eligible for registration with AHPRA (or relevant body).
2. Evidence of advanced clinical skills and demonstrated significant experience in the provision of rehabilitation to clients with a traumatic brain injury.
3. Excellent negotiation, decision making and advocacy skills including collaborative stakeholder consultation.
4. Demonstrated high level organisational and time management skills in an environment of competing clinical/administrative demands.
5. Demonstrated ability to independently problem-solve, and set priorities in complex situations.
6. Ability to initiate, lead, complete and share quality improvement initiatives and service evaluation processes with other staff.
7. Demonstrated eligibility to meet Lifetime Care mandatory criteria to apply to become a case manager in the scheme.
8. Current class C NSW drivers licence or equivalent.

POSITION DESCRIPTION

NNSWLHD - Clinical Nurse Specialist Grade 2 - Cardiac Rehabilitation

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Northern NSW Local Health District
Position Classification	Clinical Nurse Specialist Gde 2
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing & Midwifery Clinical Nurse Specialist
Website	www.nnswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

The Clinical Nurse Specialist Grade 2 (CNS2) coordinates and delivers high quality nursing care to patients/clients in accordance with the Nursing and Midwifery Board of Australia's National Standards of Practice for Registered Nurses, criteria for CNS2 as outlined in the Public Hospital Nurses and Midwives (State) Award and the Policies and Procedures of the Ministry of Health (MoH) and Northern NSW Local Health District (NNSWLHD).

Providing flexible home, clinic or facility based Cardiac Rehabilitation programs that incorporate education, self management strategies and exercise groups to both support the client's understanding of their condition and the implementation of self management strategies to improve their health outcomes and reduce the likelihood of hospital presentations.

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. A 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.

POSITION DESCRIPTION

NNSWLHD - Clinical Nurse Specialist Grade 2 - Cardiac Rehabilitation

ESSENTIAL CRITERIA

Current registration with the Nursing and Midwifery Board of Australia as a Registered Nurse (Division 1) and at least 3 years' full time equivalent clinical experience in the management of clients with cardiac related conditions; with a post graduate qualification in a specialty related to Cardiac Nursing.

Valid unrestricted drivers' licence for use in NSW/Australia.

Valid NSW Employee Working With Children Check.

Responsibilities under WHS - Non-Supervisor

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

KEY ACCOUNTABILITIES

Provide clinical leadership, knowledge and sound reasoning to support the development of evidence based nursing practice within the specialty area.

Utilise a problem solving approach to patient centred care that includes the development of comprehensive care plans and the provision of case planning/discharge planning to ensure that care needs are met and optimised.

Use critical thinking and analysis to guide decision making and aid development of nursing practice that is evidence based and specific to the needs of each allocated patient or patient group.

Actively promote effective therapeutic and professional relationships within the care environment to cultivate respect and empowerment of both patients, carers and health care workers.

Act as an appropriate and effective clinical and professional role model (evidenced through behaviours and interactions with patients/clients, staff and others) to promote a culture that supports and reflects organisational values.

Maintain responsibility for personal and professional development by participating in appropriate training and education activities as well as performance reviews and appraisals in order to continuously improve professionally.

Take an active approach to Quality Improvement to ensure that evidence based principles underpin and guide program development and clinical practice.

Liaise with a range of agencies and services to coordinate the provision of services to support client needs in the community setting.

KEY CHALLENGES

- Managing time and prioritising the clinical workload within finite resources to ensure the delivery of optimum standards of nursing care that meet patient/client needs and expectations.
- Contributing, in an environment of constant change, to improving the ways in which nurses and other members of the health care team work together to provide treatment, care and support to individuals and carers.
- Working with at risk, vulnerable and distressed patients, families and carers.

POSITION DESCRIPTION

NNSWLHD - Clinical Nurse Specialist Grade 2 - Cardiac Rehabilitation

KEY RELATIONSHIPS

Who	Why
Nursing Unit Manager	Professional and operational leadership and management. Provides guidance, direction and feedback in relation to the delivery of quality patient care.
Patients, families and relevant others	Provides appropriate high quality patient centred care that meets needs and expectations in line with CORE values.
Members of the nursing and multidisciplinary teams	Provide clinical leadership and regular collaboration to improve patient care; delegation; supervision; planning and evaluation of patient care; help and support.

SELECTION CRITERIA

1. Current registration with the Nursing and Midwifery Board of Australia as a Registered Nurse (Division 1) and at least 3 years' full time equivalent clinical experience in the management of clients with cardiac related conditions (including cardiac rehabilitation programs); with a post graduate qualification in a specialty related to Cardiac Nursing
2. Evidence of clinical leadership skills and the ability to work collaboratively within a multidisciplinary framework to plan, deliver and coordinate patient care
3. Demonstrated ability to apply advanced clinical expertise in relation to clinical nursing practice and independently make decisions that support good patient care outcomes
4. Demonstrated commitment to excellence in nursing practice, the provision of education to others and own professional development
5. Demonstrated effective communication through the use of information technology, written, verbal and interpersonal skills with the ability to identify key messages, issues and concerns when communicating with others
6. Demonstrated knowledge, understanding and experience in the provision of education to persons that have existing cardiac conditions
7. Demonstrated experience in supporting the implementation of self care management strategies and the coordination and supervision of cardiac rehabilitation programs
8. Valid unrestricted drivers' licence for use in NSW/Australia and willingness to travel in the course of employment

OTHER REQUIREMENTS

Professional Behaviour and Communication

All employees are required to achieve, uphold and model a high standard of professional behaviour and communication.

- Any conduct on your part, whether during or outside business hours, which has the capacity to affect or damage the professional reputation of NSW Health, or your ability to uphold that reputation or image, could lead to disciplinary action, including dismissal
- Appropriate professional behaviour incorporates all levels of interpersonal behaviour, including formal and informal communication with colleagues, patients and carers

All employees are responsible for:

POSITION DESCRIPTION

NNSWLHD - Clinical Nurse Specialist Grade 2 - Cardiac Rehabilitation

- Complying with all current NSW Health and NNSWLHD policies, including the NSW Health Code of Conduct
- Complying with profession-specific Code of Ethics/Code of Professional Conduct and Scope of Practice

Workplace Culture

Your workplace behaviours and practices are expected to:

- Proactively contribute to a positive, productive and safe workplace culture
- Adhere to the CORE values of Collaboration, Openness, Respect and Empowerment identified in the NSW Health Workplace Culture Framework

Privacy

All employees are expected to comply with personal information protection principles and health privacy principles as per the NSW Health Privacy Manual for Health Information, NSW Health and NNSWLHD privacy policies and procedures, and relevant legislation:

- Privacy and Personal Information Protection Act 1998 (NSW)
- Health Records and Information Privacy Act 2002 (NSW)

Performance

All employees will:

- Have a performance agreement with their manager, linking individual performance objectives and role requirements to corporate objectives
- Participate in an annual performance appraisal
- Be responsible, with the support of their managers, for proactively developing their own performance to meet expectations and achieve objectives
- Actively contribute to their performance management by having open and honest conversations with managers and colleagues and providing and receiving constructive feedback

Quality Improvement

NNSWLHD complies with the National Safety and Quality Health Service Standards. All employees are expected to:

- Be aware of and comply with their responsibilities under the Standards
- Actively participate in quality improvement initiatives within their teams
- Participate in organisation-wide quality improvement activities as required

Workplace Health & Safety

All employees have responsibilities under the Workplace Health & Safety Act of 2011. Signing this Position Description confirms you understand the responsibilities relevant to your role.

Risk Management

All employees are expected to notify into the incident management system any incidents and patient complaints which occur in your own area (both clinical and corporate incidents).

All employees will:

- Identify and manage risks in your own area, and report risks to your manager which are beyond your capacity or authority to manage.

POSITION DESCRIPTION

SNSWLHD - Rehabilitation Coordinator - Southern Area Brain Injury Service (SABIS)

Working in Southern NSW... People Caring for People

Our staff work in collaboration with all team members to ensure the needs of our patients and families are central to the decisions of the health care we provide.

You are committing to demonstrate the CORE values and behaviours

Collaboration, Openness, Respect and Empowerment.

Organisation	NSW Health
Local Health District / Agency	Southern NSW Local Health District
Position Classification	Occupational Therapist Lvl 3, Physiotherapist Lvl 3, Social Worker Lvl 3, Speech Pathologist Lvl 3
State Award	NSW Health Service Health Professionals (State) Award
Category	Primary and Community Care Community Clinician
Website	www.snswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

The Rehabilitation Coordinator is an integral part of the Southern Area Brain Injury Service, providing quality rehabilitation coordination to patients/ clients of the SNSW Local Health District in order to meet their health and wellbeing needs.

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. A 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.

POSITION DESCRIPTION

SNSWLHD - Rehabilitation Coordinator - Southern Area Brain Injury Service (SABIS)

ESSENTIAL CRITERIA

Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Occupational Therapist or Physiotherapist. For Social Workers and Speech Pathologists, tertiary qualification in the relevant discipline and eligibility for membership of an appropriate Australian professional association in the discipline.

KEY ACCOUNTABILITIES

- Be accountable for the provision of a high level rehabilitation coordination service (including services of a more complex nature) in order to improve the health and wellbeing of people in Southern NSW Local Health District , including exercise of independent professional judgement in solving problems and managing complex situations.
- Demonstrate advanced clinical reasoning skills in the provision of clinical care and operate independently with minimum direct clinical supervision to provide a high quality clinical service.
- Promote quality and safety of services by providing clinical supervision and support to Level 1 and 2 staff, Living Skills Educators and students
- Participate in planning, implementing, evaluating and reporting on services to promote effectiveness and efficiency of clinical service delivery
- Identify and act on opportunities to improve rehabilitation clinical practice, and develop and lead ongoing quality improvement activities in order to improve clinical care
- Provide a consultative service in area/s of clinical expertise to local clinicians to promote consistent provision of safe high quality patient centred care
- Provide clinical in-service education programs to staff and students to facilitate learning across the team
- Seek opportunities to participate in clinical research in order to meet the health needs of people in Southern NSW
- Participate in performance development processes to contribute to own professional growth and service outcomes.
- Demonstrate cultural competence and a commitment to improve the health outcomes of Aboriginal people.

KEY CHALLENGES

- To lead, in an environment of constant change, improvement in the quality and efficiency of clinical services and the patient / client experience.

POSITION DESCRIPTION

SNSWLHD - Rehabilitation Coordinator - Southern Area Brain Injury Service (SABIS)

KEY RELATIONSHIPS

Who	Why
Line Manager/Clinical Supervisor	Escalate issues, keep informed, advise and receive instructions
Multidisciplinary Work team	To function as a leading member of the team, undertake professional growth and facilitate skill development and learning in others. Share information and work collaboratively to contribute to achieving the team's business outcomes.
Patients/Clients and families	To understand the needs of patients / clients and their families and to deliver of high quality delegated patient centered care.
Other providers of Allied Health services	To communicate professionally in the delivery of quality care to patients and their families.
Personal Injury insurance providers ie LTCS.	To prepare and submit initial assessment requests and rehabilitation plans to funding bodies

SELECTION CRITERIA

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Occupational Therapist or Physiotherapist. For Social Workers and Speech Pathologists, tertiary qualification in the relevant discipline and eligibility for membership of an appropriate Australian professional association in the discipline.
2. Demonstrated proficient written, verbal and interpersonal communication skills.
3. Extensive experience in rehabilitation with a well-developed knowledge of brain injury services and ability to work with minimal supervision as a collaborative member of a multidisciplinary team.
4. Ability to effectively prioritise and organise own work / caseload across a regional area.
5. Demonstrated commitment to professional development, quality improvement and evidence based practice.
6. Demonstrated ability to lead planning and evaluation of team activities.
7. Demonstrated ability to provide and coordinate staff and student supervision.
8. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances.

OTHER REQUIREMENTS

- Southern NSW Local Health District is committed to providing a person centred environment focusing on all aspects of safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.
- All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

POSITION DESCRIPTION

SNSWLHD - Rehabilitation Coordinator - Southern Area Brain Injury Service (SABIS)

- All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.
- As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.