

Employment

# Position Description

<b>Position:</b>	Admissions Officer / EEN – Allied Health Services
<b>Award:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024
<b>Classification:</b>	As per Enterprise Agreement
<b>Status:</b>	As per Contract of Employment
<b>Qualifications:</b>	Current registration with the Australian Health Practitioner Regulation Agency (APHRA) as an Enrolled Nurse.

## Position Objective(s)

The position requires a skilled Enrolled Endorsed Nurse to:

- Utilise specialist knowledge to assess and generate referrals for specialised allied health therapy input, and wide community services supports.
- Utilise specialist knowledge to assess, develop, implement and review goal directed therapy programs; specifically addressing the impacts of aging, disability and/or health issues on quality of life
- Provide therapy in a holistic, goal focused and person centred manner, with a strong emphasis on self-management and reablement
- Deliver individual and group interventions and/or therapy programs within a variety of different settings
- Work closely with the multidisciplinary allied health team to provide a flexible and responsive service that works to meet each consumer's identified goals

## Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

## The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, "nine pillars" have been identified.

### **One Team**

We value and recognise individuality as a vital part of developing a unified voice.

### **Pride**

We support pride and passion in our work and in doing so, we attract others who share our values.

### **Welcoming Workplace**

We encourage warm, friendly and respectful interactions across all aspects of our service.

### **Yes Culture**

We always start with 'yes' in every deliberation.

### **Customer Service**

We ensure that customers feel engaged and valued in every interaction.

### **Innovation**

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

### **Fun and Enjoyment**

We recognise that fun and enjoyment are critical to success.

### **Social Purpose**

Through the social conscience of the staff and consumers we actively engage with causes that impact the local community.

### **Safety**

We actively promote safety and wellbeing through the provision of innovative and high quality training, monitoring of risk, and compliance, with OHS regulations.

## Key Responsibilities and Duties

- Response to enquiries and referrals from consumers, carers and other third parties about Allied Health Therapy Programs
- Facilitate initial contact with new consumers
- Coordinating the administration process, including information gathering, issue identification, consume goals, multidisciplinary input required, transitioning of services, managing waitlists and prioritising referrals.
- Maintain computer based and paper file documentation that meets medio legal standards ensuring databases are kept up to date.
- Disseminate Assessment information to consumer, multidisciplinary team and referrer.
- Attend and actively particulate weekly Clinical and Review Meetings
- Provide education to consumers about Community Services
- Manage referral pathways including My Aged Care Provider Portal and NDIS Portal
- Collate initial information and referral information to meet the requirements of Department of Health.
- Utilise knowledge in medications, wound management including risk, and continence management to optimise consumers health and wellbeing, through education and referrals

- Liaise with external providers to optimise consumer's health and wellbeing, including support of carers
- As required, support the admission process across other community service areas to enable timely admission processes and care provision to all consumers.

## Organisational Relationships

<b>Reports to:</b>	Allied Health & Reablement Manager
<b>Supervises:</b>	Nil
<b>Internal Contacts:</b>	All Lyndoch staff, consumers, clients, families, volunteers
<b>External Contacts:</b>	Members of the Public, Contractors, Suppliers

## Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Provide nursing intervention for both consumers and participants including
  - assessment, program design, implementation and review processes in accordance with best evidence based practice
  - holistic goal setting with consumer / participant with measurable outcomes and timeframes
  - flexible delivery within the consumer / participant's home, the Community Rehabilitation Centre and/or the community
  - delivery in one to one, and group environments
  - individualised and generic programs
  - transiting consumer/participant to an alternative appropriate service when clinical indicated or goals achieved
  - examples include:
    - chronic disease
    - medication management review
    - blood sugar level
    - vital signs and impact on exercise
    - wound management
- Understand and complete an initial needs assessment to
  - identify the individual consumer's strengths, barriers, and issues which maybe impact on a consumer's capacity to maintain their health and wellbeing.
  - generate referrals to relevant allied health therapies
  - generate referrals to external care providers as identified
  - provide feedback to consumer, referrer and other third parties involved in care
  - provide handover to treating multidisciplinary team
- Develop, organise and supervise therapy / exercise programs in collaboration with team members
- Demonstrate an ability to work as part of a multidisciplinary team; and be responsible for a clinical case load.
- Work independently and demonstrate sound decision making, communication and problem solving skills, throughout intervention
- Identify need and generate referrals to other discipline and services/supports

- Accept accountability and responsibility for own decisions, actions, behaviours and the delegation of clinical intervention to Allied Health Assistants
- Provide education, training and supervision of allied health assistants and students.
- Demonstrate a commitment to ongoing professional development that ensures interventions provided are in accordance with evidence based best practice, in a correct, safe and professional manner, that meets the competency standards required by the profession and Lyndoch Living
- Participate in quality improvement activities and assist in the development of the service
- To maintain clinical documentation to a medico-legal standard including provision care and engagement with internal and external key stakeholders
- Ensure compliance to all Work, Health and Safety policies and procedures
- Demonstrate knowledge of and adheres to the Australian Health Practitioner Regulation Agency (AHPRA) and Nursing and Midwifery Board of Australia Professional Standards, and ensures integration with organisational policies and guidelines.
- Analyse and maintain processes to identify and or mitigate actual or potential risk and implement strategies to minimise risk as required, including initiation, follow up and completion of RISKMAN entries

## Management Skills

The following management skills are required to be utilised:

- Support and direct staff, carers, family, students and volunteers who are required to assist with physiotherapy interventions.
- Ensure clinical documentation standards are met, and client statistics are recorded in a timely manner.
- Demonstrated computer literacy and working knowledge of software applications.
- Be involved in organisational continuous improvement processes that promote best practice and quality driven outcomes for clients.
- Supervision of students as required.
- Participate in a team focused work environment that encourages input from team members, enhancing job satisfaction and team performance.
- Demonstrated the ability to effectively and efficiently manage resources required for the position

## Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Able to participate in a multi-disciplinary team; work with colleagues to ensure appropriate clinical reasoning skills are applied and attend team meetings as scheduled
- Communicate with adults of all ages, their carers, family and relevant others.
- Excellent communication and interpersonal skills including proven ability to work with a diverse range of people and adults of all ages their carers, family and relevant others.
- Support and work with colleagues to ensure sound clinical reasoning skills are applied.
- Attend Organizational and Developmental meetings as required
- Ability to work collaboratively with key organizational staff.

## General

- Conduct work in line with all relevant OH&S legislation, and in accordance with organisational policies and procedures.
- Participate in relevant training to ensure continued professional development for the betterment of the organisation.
- Participate in continuous improvement activities in accordance with good work practice and accreditation guidelines.
- Respect diversity in values, customs and beliefs.
- Develop and deliver training to staff, students, volunteers and clients on topics relevant to clinical role and experience.
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities

## Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Director of Innovation & Organisational Development

Date: August 2022