

Position Title: Team Leader - HARP

Campus: Horsham

Directorate: Aged & Community Care

Department: Hospital Admissions Risk Program (HARP)

Reporting to: Manager – Complex Care
Hospital Admission Risk Program (HARP) Team

Direct Reports: N/A

Appointment Terms/Conditions:

Classification and Code: Clinical Nurse Consultant A/B dependent on years of experience

Enterprise Agreement: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 and subsequent variations

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Hospital Admission Risk Program supports people living with chronic disease, aged and/or complex needs who frequently use hospitals or are at risk of hospitalisation

The HARP Team Leader is responsible for the day to day coordination and delivery of the HARP program in accordance with the program guidelines and in collaboration with the Manager: Complex Care Programs. This includes the management of referrals and allocation processes to ensure multidisciplinary input as appropriate, clinical oversight of the delivery of care provided by the clinicians and short term care coordination to eligible clients and their carer's.

KEY ACCOUNTABILITIES

- Participates as a key member of the Complex Care leadership team.
- Demonstration and leadership of the values of Grampians Health.
- Supports the operational aspects of the HARP program within the scope of the HIP Guidelines, NSQHS, VINAH requirements and appropriate frameworks.
- Coordinates/manages the referral, triage and admission process for HARP
- Works collaboratively, provides information/education and develops relationships with internal and external stakeholders to promote timely access for clients who will benefit from the program.
- Provide expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a consumer centred model of care.
- Provide Short term Care Coordination for clients with Chronic disease, complex needs and/or complex psychosocial needs this includes but is not limited to: client centred assessments, care planning, discharge planning, education to promote self -management, liaising with service providers, GP's and specialists as required.
- Continuously review and evaluate the delivery of best practice, evidence based and safe clinical care.
- Support the Manager with human resource management as required including recruitment and selection, rostering, leave management, PDR's, monthly accountability's and performance management.
- Support the program manager in managing, monitoring and delivery on designated budgets.
- Identify and lead/assist the teams to implement relevant Quality Improvement activities
- Identify and participate in relevant research including to prepare and / or present papers at relevant workshops/seminars or conferences where the opportunity arises.
- Monitor new developments through journal review, attend and present at relevant GH in-services and attend other relevant external educational opportunities

• KEY SELECTION CRITERIA

Qualifications and experience

- A tertiary level qualification in Nursing and experience in a relevant role with current AHPRA Registration
- Post Graduate qualifications or working towards in leadership (Highly Desired)

Technical/Professional Knowledge and Skills

- Experience in a clinical leadership/management/supervisory role
- Experience and skills in leading teams to deliver high quality clinical care to complex consumers ensuring patient safety
- Advanced assessment, care planning and clinical reasoning skills
- Demonstrated commitment to continuing professional development

Work Environment

- Experience in delivering community-based services or programs
- Demonstrated ability to meet agreed goals and timeframes in a rapidly changing environment.

Personal attributes

- High level communication, liaison, interpersonal and negotiating skills working with multiple stakeholders

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The

performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.