

Eastern Health

POSITION DESCRIPTION

Position Title:	Team Leader Nurse– Integrated Services Hospital Admission Program (HARP and Chronic Rehab)
Award Classification:	Clinical Nurse Consultant C year 1 or 2 ZA7- ZA8(Team Leader)
Award / Agreement Name:	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028
Position Reports to:	Professionally to Site Director of Nursing Operationally to Manager integrated Services- HARP and Chronic Rehab

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

- The role of the Team Leader is to support the Manager and act in their role when required. The Team Leader will be a senior health professional with a relevant clinical background demonstrating excellent interdisciplinary leadership skills. The Team Leader is expected to operationally lead and develop individuals and the interdisciplinary teams within the Hospital Admission Program and Chronic Rehabilitation services at Eastern Health.
- To provide effective coordination, and efficient management of the Integrated Services Program in line with the relevant Program and Eastern Health Strategic directions. The Team Leader is to have currency of professional knowledge, skills and external influences.
- The Team Leader will work with the Manager Integrated Services -Hospital Admission Risk Program and Chronic Rehabilitation to guide the professional performance of the interdisciplinary teams and ensure key performance indicators and targets are achieved. The Team Leader will promote an integrated service that is consistent with the missions and values of Eastern Health.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Possess specialist current clinical knowledge and skills and applies this to lead and develop individuals and teams in clinical practice.
- Demonstrates clinical expertise in one or both relevant areas of expertise with a consulting role to internal and external key stakeholders
- Demonstrates clinical expertise in relevant areas through knowledge of research, new developments and evidence-based practice in discipline specific and interdisciplinary areas of practice.
- Initiates and promotes innovative clinical service delivery
- Understands Eastern Health policies and legislative requirements which impact on wider clinical issues and practices
- Act as a role model for staff in promoting strengths-based leadership, professional values and ethics in operational and clinical practice.
- Participates in profession specific leadership groups as required by the Director of Profession.
- Excellent awareness of the clinical skill set within Integrated Services-Hospital Admission Risk Program and Chronic Rehabilitation clinical teams and the ability to guide the professional development of staff according to client needs.
- Ensure Integrated Services, Hospital Admission Program (HARP) meet key performance indicators and targets set by the Manager of Integrated Services-Hospital Admission Program (HARP) and the Department of Health and Human Services and devise/implement appropriate quality improvement strategies as required.
- Ensure services are aligned with National Safety and Quality Health Service standards and ensure appropriate actions are effectively implemented to address areas of under-performance.
- Actively contribute to the planning, implementation and evaluation of policies, guidelines and standards pertaining to the Integrated Services-Hospital Admission Program (HARP) and the broader Program as delegated, to optimise effective utilisation of resources
- Ability to positively and fairly coordinate all types of leave and assist in the recruitment process across the service as delegated by the Manager Integrated Services-Hospital Admission Program (HARP) & Chronic Rehabilitation Services and relevant Directors of Profession.
- Responsibility for roster-on accuracy and publishing of rosters.
- Be able to provide timely performance feedback to staff in a professional manner that promotes a positive culture within the workplace setting, including leading individual staff performance appraisal and performance management processes.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to providing and maintaining a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, particularly those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high-quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour, and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually based on the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

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.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- AHPRA registration
- Bachelor of Nursing or other recognised equivalent formal qualification leading to condition free registration in Australia
- Post Graduate Degree (or equivalent qualifications) in the relevant clinical speciality including but not limited to Intensive/Critical Care, Emergency Cardiac, Cardiothoracic, Respiratory, Diabetes Educator, Mental Health, Chronic Disease Management
- Clinical and leadership experience, including supervision of staff, human resource management, recruitment and leadership of interdisciplinary teams.
- Current Victorian Drivers Licence

Desirable

- Demonstrated capacity to conduct supervision and performance improvement discussions with staff.
- Sound knowledge of community organisation and networks.
- Excellent time management skills
- Demonstrated high level of analytical thinking and investigative skills involving research, benchmarking and resource identification, including innovative service delivery models.
- Excellent interpersonal and communication skills, both written and verbal

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au