POSITION DESCRIPTION

POSITION TITLE
Rehabilitation Activity Co-ordinator

DIVISION
Nursing and Midwifery

LOCATION
Rankin Park Centre

UNIT
1340

COST CENTRE

CLASSIFICATION
Registered Nurse or Enrolled Nurse with advanced skill and knowledge in rehabilitation nursing.

AWARD
02-Public Health System Nurses and Midwives (State) Award

REPORTS TO
NUM

TOGETHER WITH
Registered Nurse
Enrolled Nurses

PURPOSE OF POSITION
Case management of patients involving rehabilitation and retraining activities and discharge planning

KEY ACCOUNTABILITIES
1. To coordinate all activities in relation to rehabilitation and retraining within the parameters of the medical care given using a problem solving and enablement approach

2. To liaise with all health professionals of the team for the purpose of providing most suitable rehabilitation programmes for the patient and those who will be his/her principle support on discharge.

3. Liaise with team leaders and other members of the team re continence programs, diabetes management, medication management, including medication trials.

4. To coordinate and ensure appropriate discharge planning.

5. As a key contact person, provide support and education to patients and carers.

6. Attend weekly case conference and ward rounds and family meetings for each consultant and communicate the outcomes to the team.

7. To teach guide encourage and promote the enablement philosophy of nursing by acting as a role model for all staff.

8. Communicate and behave in ways that are consistent with the HNE Health Values and the NSW Code of Conduct to provide excellence in care for all patients.

CHALLENGES

- Assessment and problem solving skills to assist with the planning of care.
- Develop skills in managing complex situations.

COMMUNICATION

- Utilise appropriate lines of communication.
• Liaise with Line Manager, Allied health and nursing staff to ensure continuity of care.
• Demonstrate advanced communication skills with internal and external partners.

DECISION MAKING
• Liaise with the multidisciplinary team to ensure optimal outcomes for patient.

SELECTION CRITERIA
• Registered Nurse or Enrolled Nurse with skills and knowledge in rehabilitation nursing.

• POSITION DIMENSIONS

Staffing
Budget
Financial Delegation

Appendix 1 Legislative Compliance Matters – General Responsibilities
Appendix 2 Organisational Profile
Appendix 3 Organisation Structure
Legislative Compliance Matters – General Responsibility

Occupational Health and Safety
Hunter New England Health (HNE Health) is committed to providing a healthy and safe workforce for all employees, clients and visitors. All employees are required to ensure that all potential hazards, accidents and incidents are identified and notified and ensure their own safety and that of others. Specific responsibilities of managers and employees appear in the HNE Health Occupational Health and Safety policy and related policies. Please refer to the HNE Health Intranet site (http://intranet.hne.health.nsw.gov.au).

Equity
HNE Health is committed to ensuring equality in employment to assist employees to achieve their full potential. HNE Health will ensure fairness and equity by making unlawful; discrimination of persons based on sex, pregnancy, race or ethno-religious, marital status, age, homosexuality, transgender, disability or carer’s responsibilities. As an employee of HNE Health it is your responsibility to; deal with others in a fair and equitable manner free from harassment and discrimination; and ensure that a working environment free from sexual or any other harassment is recognised as a basic right.

General Responsibilities – Other

Code of Conduct
HNE Health has a Code of Conduct that all staff must read and sign off. It is the responsibility of managers to ensure that (a) all new staff are given a copy of the Code of Conduct during their Induction program; and (b) that a local record is maintained that staff have read and understand the Code of Conduct.

NSW Health Values: Employees are expected to adhere to the values of NSW Health and demonstrate a high standard of personal and professional behaviour. NSW Health values are:

- **Fairness** – striving for an equitable health system and being fair in all our dealings
- **Respect** – recognising the worth of individuals through trust, courtesy, sensitivity and open communication.
- **Integrity** – achieving ends through ethical means with honesty and accountability
- **Learning and Creativity** – seeking new knowledge and understanding and thinking with innovation
- **Effectiveness** – pursuing quality outcomes

Note: Managers are responsible, through the Induction process, for ensuring that staff are familiar with the above requirements and how they relate to the employee’s duties and accountabilities.

Quality Improvement
HNE Health has adopted the Australian Council on Healthcare Standards & Quality Improvement Program (EQuIP) a continuous quality improvement approach to facilitate effective and efficient provision of quality care to clients of HNE Health. A number of other appropriate Quality Certification initiatives are in place in other Services across HNE Health eg commonwealth accreditation. All employees are expected to be actively involved in continuous quality improvement within their areas of responsibility.

Environmental Policy and Waste Minimisation
As part of its commitment to being a good corporate citizen, HNE Health will seek to implement change that ensures that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation including reduction of waste.

Smoke Free Policy
HNE Health is a Smoke Free Workplace thereby precluding all staff and visitors from smoking within the Hospitals, Community Health buildings, any facility, property or grounds administered by HNE Health and Hospital Motor Vehicles.

General Responsibilities
It is a requirement that all HNE Health Service employees read, understand and adhere to HNE Health Policies & Procedures, paying particular attention to the following:

- Manual Handling
- Infection Control
- Security
- Fire Safety
- Emergency Procedures
- Performance Management
- Records Management
- Complaints Handling
- Confidentiality
- Protection of Children
- Training and Orientation
Hunter New England Area Health Service (HNE Health) came about in January 2005 as a result of the amalgamation of the former Hunter Area Health Service, part of Mid North Coast Area Health Service (being the Lower Mid North Coast Region), and New England Area Health Service. HNE Health is responsible for the funding, organisation and delivery of public health services in a geographical area extending from Morisset in the south to Tenterfield and Toomelah in the north. All services in HNE Health are provided through a number of organisational clusters which incorporate within them the various facilities including hospitals and community health services;

- **Greater Newcastle Cluster** includes John Hunter Hospital and facilities at Belmont, Morisset, Belmont, Windale, Raymond Terrace, Waratah, New Lambton, Tea Gardens/Hawk’s Nest and Nelson Bay
- **Upper Hunter Cluster** includes facilities at Denman, Muswellbrook, Merriwa, Scone, Murrurundi, Walhollow, Quirindi, Premer and Tambar Springs.
- **Lower Hunter** Clarence Town, Gresford, Dungog, Singleton, Beresfield, Maitland, East Maitland, Kurri Kurri and Cessnock
- **Lower Mid North Coast Cluster** includes facilities at Wingham, Gloucester, Taree and Bulahdelah. (Gloucester, Greater Taree City and Great Lakes region) Harrington, Foster.
- **Peel Cluster** includes facilities at Nundle, Werris Creek, Tamworth, Gunnedah, Manilla, Baraba and Walcha
- **Tablelands Cluster** includes facilities at Uralla, Armidale, Guyra, Glen Innes, Vegetable Creek and Tenterfield
- **McIntyre Cluster** includes facilities at Ashford, Warialda, Inverell, Bingara, Tingha and Bundarra
- **Mehi Cluster** includes facilities at Gwabegar, Pilliga, Wee Waa, Narrabri, Moree, Mungindi, Toomelah, Boggabri and Boggabri.

In addition there are a number of Area-wide clinical networks and community-based HNE Health services.

The new identity of HNE Health has come about as a result of the NSW Government undertaking significant reform of Health Administration. These reforms are aimed at improving the health of the NSW population in delivering enhanced Health Services across the state. As part of these reforms the former 17 Area Health Services have been reconfigured to create eight (8) larger Area Health Services.

HNE Health is unique as an Area as it is one of four Rural Area Health Services in NSW but it is the only one with a Metropolis (Newcastle/Lake Macquarie) within its borders.

Third schedule and other organisations are affiliated with HNE Health.

HNE Health has a resident population of approximately 840,000, covering 27 local government areas. Of this population 15.5% are aged 65 years and over compared to 13.4% of NSW as a whole. The population is projected to be 895,000 by 2021 (914,00 by 2026). HNE Health has an expenditure budget of over $1.3 billion per annum.

In the financial year 2003/04 the facilities across HNE Health provided:

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<td>Admissions</td>
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<tr>
<td>Average available beds</td>
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<tr>
<td>Occupied bed days</td>
<td>855,000</td>
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<tr>
<td>Non-inpatient occasions of Service</td>
<td>1,985,000</td>
</tr>
<tr>
<td>Births</td>
<td>8,400</td>
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<tr>
<td>Emergency attendances</td>
<td>180,000</td>
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HNE Health employs approximately 14,500 full time equivalent staff; provides health services to 20% of the states Aboriginal population; has 1,600 volunteers; has 1,500 visiting medical officers The Area’s Head Office is located at Newcastle.

**Shared Services Background**

As part of overall restructuring of the Area Health Services, NSW Health has also embarked on an initiative to improve the way services are delivered at a regional or state level and between areas. The Shared Corporate Services Program is about continuing this trend.

Presently, corporate and business support services are delivered under a variety of models within and between individual Areas. The processes used to deliver these models are also different. This fragmented approach prevents the sharing of information and better practice. It also leads to a duplication of work, which means an increased cost to provide services – services that could be provided across the health system as a whole.

The Shared Corporate Services Program is interested in lowering overall corporate service delivery costs across the health system, but saving money is not the sole focus. The program is also committed to providing high quality corporate support services in new and different ways and, importantly, reinvesting resources in frontline health services.
The objectives of the Shared Corporate Services Program are:

- Deliver shared services more effectively and efficiently to fund improvements in the delivery of patient care and front line health services to the people of NSW.
- Ensure all parts of the Health System have access to quality, efficient and value-for-money shared services.
- Improve accessibility, consistency and quality of management information and reporting to support better front line health service delivery.

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Organisation Chart

Chief Executive

- Director, Clinical Operations
- Director, Corporate Services
- Director, Nursing & Midwifery
- Director, Population Health & Planning
- Director, Workforce
- Director, Clinical Governance

- Manager GHI
- Manager DEF
- Manager JKL
- Manager ABC
- Manager XYZ

Example Only