

POSITION DESCRIPTION

Motor Neurone Disease (MND) Shared Care Worker



Working at Northeast Health Wangaratta

At Northeast Health Wangaratta (NHW), we value our employees. We offer leadership, vision and an environment with a strong sense of teamwork, integrity, accountability, and respect. We are committed to providing staff with continuing education, research and professional development opportunities. This ensures that our people are part of a skilled and knowledgeable workforce, delivering exceptional high quality safe patient care. When you choose to work at NHW, you are committing to aligning everything you do with our values – **Fairness, Excellence, Respect, Kindness, Integrity and Courage.**

Position Details:

Position Title:	Motor Neurone Disease (MND) Shared Care Worker
Enterprise Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Position Classification:	Dependent on experience (ZJ7 / 4AY1/2)
Who does this position report to:	Nurse Unit Manager – Community Nursing
Does this position manage or supervise others:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Workplace Location:	Green Street Campus Illoura Residential Aged Care Facility Various Other Health Services, as required
Primary purpose of the position:	<p>Northeast Health Wangaratta is a leading Victorian health service committed to providing quality health care to more than 90,000 people across North East Victoria. We are the major referral facility for people with complex health needs from Bright, Mansfield, Beechworth, Myrtleford, Yarrawonga, Euroa and Benalla. We also provide a telehealth service to these smaller facilities, allowing doctors at Northeast Health to provide medical advice via video link. Our hospital has a 24/7 Emergency Department and offers an extensive range of healthcare services as well as our residential aged care facility Illoura.</p> <p>The MND Share Care Worker will be an integral part of a Palliative Care team, whose role will sit with one identified individual. The purpose of the role is to raise the quality of life for people living with MND by:</p> <ul style="list-style-type: none"> ▪ Promoting early referral to palliative care services; ▪ Support, development and delivery of education to palliative care services providers; and ▪ Provide coordination between palliative care services, MND clients and families in the Hume region.
Position Description reviewed:	January 2022

Key Accountabilities:

1.	Provide integrated, person centred care
2.	Promote early referral to community palliative care services in the Hume Region
3.	Support and educate community palliative care workers and community providers in the Hume region when caring for MND clients
4.	Establish and maintain support networks and clear communication between service providers and people with MND

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5.	Be a resource person to improve pathways to effective palliative care for people with MND
6.	Support development and delivery of education to palliative care service providers
7.	Provider co-ordination between community palliative care services, MND clients, and families in the Hume region
8.	Provide support and initiate discussions around Advance Care Planning
9.	Maintain a hard record copy of all other non-computer software support client related documentation
10.	Provide quarterly reports and at times as requested to MND Victoria
11.	Maintain awareness of and compliance with ACHS Standards and EQulP Accreditation requirements
12.	Actively provide education about MND and the services offered to palliative care staff, community providers and people with MND
13.	Attend Shared Care Worker team meetings every six to twelve months with MND Victoria
14.	Manage resources in an efficient and cost effective manner
15.	Compile and submit data and reports as requested by the organisation, community, State and Commonwealth agencies (inclusive of data entry onto UNITI operating software)
16.	Manages change processes in reflective and supportive manner which contributes to strategic direction of the organisation
17.	Work within the scope of practice for relevant professional governing body
18.	Work in partnership with MND Victoria Regional Advisor where necessary to address individual client needs and community education
19.	Participate in planning and development of community and regional programs to promote MND within the local communities where appropriate
20.	Develop strong links and partnerships with: <ul style="list-style-type: none"> ▪ Calvary Health Care, Bethlehem ▪ MND Association of Victoria ▪ Community Palliative Care Services In The Hume Region
21.	Other tasks as directed
Key Relationships:	
Internal	External
1. All NHW Workforce	1. Hume Region Health Services
	2. MND Association of Victoria
	3. Calvary Health Care
Essential Key Selection Criteria:	
1.	Current Driver's Licence
2.	Current registration in Nursing / Allied Health Discipline
3.	Clinical experience in Palliative Care
4.	Interest in MND
5.	Evidence of strong interpersonal and communication skills, written and verbal
6.	Effective time management and organisational skills
7.	Knowledge and commitment to service evaluation and quality management
8.	Demonstrated ability to utilise information and technology applications

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Desirable Key Selection Criteria:

9. Post Graduate qualifications in Palliative Care
10. Awareness of community services issues relevant to rural and isolated areas, particularly in the provision of Community Palliative Care
11. Knowledge of Advance Care Planning (respecting people's choices)
12. Certificate IV in workplace training and assessment
13. Experience in provisions of care to people with MND

In addition to the above, all staff must have an remain current for continued employment, the following:

1. Covid-19 Vaccination
2. A current National Police Check (renewed every 3 years)
3. A current Employer Working with Children Check (renewed every 5 years)

Immunisation:

It is a condition of appointment that all employees comply with our immunisation requirements during employment. This position is classified as Category A. Covid-19 Vaccination and yearly Flu Vaccination are required.

Diversity:

We encourage you to bring your 'whole self to work'. NHW is a safe and inclusive workplace. We value the visible and invisible qualities that make you who you are. We expect our workforce to align with our diversity expectations and programs. Working at NHW means you are on board with our journey, you will show respect, understanding and kindness to other regardless of ethnicity, sexuality, identity or any other protected attribute. We particularly acknowledge the traditional custodians of our land and pay our respects to elders past, present and emerging.

Mandatory Training:

It is a condition of appointment that all employees complete Mandatory Training and Clinical Competencies as required upon commencement, annually and in accordance with timelines specified in relevant health service policies and procedures.

Performance & Accountability:

A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation.

Quality and Risk Management:

In order to help ensure continued employee, patient safety and quality of care:

- Understanding individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines at NHW
- Comply with requirements of the National Safety and Quality Health Service Standards, Aged Care Quality Standards and other relevant standards, regulations and legislative requirements.
- Contribute to organisational quality and safety initiatives and participate in the development and review of policies and procedures as appropriate
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Maintain a safe working environment at all times
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and our workforce

Staff are required to abide by the Code of Conduct for NHW.

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Occupational Health & Safety and Wellbeing:

The safety, health and wellbeing of employees is a priority for NHW and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. I commit to:

- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation
- Reporting through the incident management system any near misses or incidents as they occur
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment
- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Promoting our values and vision

An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.

Policies & Procedures:

Whilst the policies and procedures do not form part of your employment contract it is expected that you will comply with NHW's policies, procedures and reasonable instructions at all times during the course of your employment.

Confidentiality:

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of NHW. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

Declaration:

As the incumbent of this position, I acknowledge that I have read this Position Description, understand its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to NHW. I also agree to strictly observe the NHW Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name:	
Signature:	
Date:	

POSITION DESCRIPTION – Jobs Demands Checklist

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The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Position:	MND Shared Care Worker
Department / Unit:	Community Nursing
Workplace Location:	Green Street Campus, Illoura Residential Aged Care Facility, Various Other Health Services, as required

Frequency Definitions:

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

Demands	Description	Frequency					
		I	O	F	C	R	N
Physical Demands:							
Sitting	Remaining in a seated position to perform tasks			X			
Standing	Remaining standing without moving about to perform tasks			X			
Walking	Floor type: even / uneven / slippery, indoors / outdoors, slopes			X			
Running	Floor type: even / uneven / slippery, indoors / outdoors, slopes	X					
Bend / Lean Forward from Waist	Forward bending from the waist to perform tasks		X				
Trunk Twisting	Turning from the waist while sitting or standing to perform tasks		X				
Kneeling	Remaining in a kneeling posture to perform tasks	X					
Squatting / Crouching	Adopting a squatting or crouching posture to perform tasks	X					
Leg / Foot Movement	Use of leg and / or foot to operate machinery	X					
Climbing (stairs / ladders)	Ascend / descend stairs, ladders and steps	X					
Lifting / Carrying	Light lifting and carrying (0 - 9 kg)	X					
	Moderate lifting and carrying (10 – 15 kg)	X					
	Heavy lifting and carrying (16 kg and above)						X
Reaching	Arms fully extended forward or raised above shoulder	X					
Pushing / Pulling / Restraining	Using force to hold / restrain or move objects toward or away from the body		X				
Head / Neck Postures	Holding head in a position other than neutral (facing forward)		X				
Hand & Arm Movements	Repetitive movements of hands and arms		X				
Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands		X				
Work At Heights	Using ladders, footstools, scaffolding, or other objects to perform work	X					

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Driving	Operating any motor powered vehicle		X					
Sensory Demands:								
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc						X	
Hearing	Use of hearing is an integral part of work performance, eg: Telephone enquiries				X			
Smell	Use of smell is an integral part of work performance, eg: Working with chemicals	X						
Taste	Use of taste is an integral part of work performance, eg: Food preparation							X
Touch	Use of touch is an integral part of work performance			X				
Psychosocial Demands:								
Distressed People	Eg: Emergency or grief situations.			X				
Aggressive & Uncooperative People	Eg: Drug / alcohol, dementia, mental illness.		X					
Unpredictable People	Eg: Dementia, mental illness, head injuries.				X			
Environmental Demands:								
Dust	Exposure to atmospheric dust.	X						
Gases	Working with explosive or flammable gases requiring precautionary measures.							X
Fumes	Exposure to noxious or toxic fumes.							X
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.	X						
Hazardous Substances	Eg: Dry chemicals, glues.	X						
Noise	Environmental / background noise necessitates people raise their voice to be heard.		X					
Inadequate Lighting	Risk of trips, falls or eyestrain.	X						
Sunlight	Risk or sunburn exists from spending more than 10 minutes per day in sunlight.	X						
Slippery or Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground.	X						
Inadequate Housekeeping	Obstructions to walkways and work areas cause trips and falls.	X						
Biological Hazards	Eg: Exposure to body fluids, bacteria, infectious diseases.		X					
The area below is for any special comments or notes on significant physical or other demands required to perform this job:								
Nil								