



**Clinical Care Mentor and Coach (Temporary Contract)
Permanent 0.4 FTE**

Heywood Rural Health has an exciting opportunity for a Clinical Care Mentor and Coach a fixed term contract for 16 hours per week.

Requirements:

- Current general registration with the Nurses and Midwifery Board of Australia as a Registered Nurse Division 1
- Current Influenza Vaccination
- Minimum 5 years' experience as experienced senior clinician in Residential Aged Care

Key selection criteria

- The role of the Clinical Care Mentor & Coach provides mentorship and clinical coaching to all clinical and care staff employed at Heywood Rural Health
- The Clinical Care Mentor & Coach is a senior health practitioner who acts as a key resource and advisor, supporting the RN, EN & HCW workforce who provide direct client care.
- This Clinical Care Mentor & Coach provides mentorship to the education team and Nurse Unit Manager, supporting skill and knowledge maintenance.
- This role incorporates clinical mentorship, supervision and coaching of clinical staff who provide direct care to aged care residents and acute respite clients.
- With a key focus on alignment to Aged Care Standards (1 – 8), the Clinical Care Coach will work alongside direct care staff and support care initiatives, supporting care plan evaluation and essential clinical documentation.

For further enquires and / or to request a copy of the Position Description please contact Claire McGregor, Director of Clinical Services Telephone 5527 0509.

Applications close 5pm on Wednesday 2nd June 2021 Send your application letter addressing the key selection criteria, your resume, along with two current referees to:

Erin Wilson, Human Resource Officer
Heywood Rural Health
hr@heywoodruralhealth.vic.gov.au
PO BOX 159, Heywood, VIC 3304
www.swarh.com.au/hrh.aspx

“Committed to the health and wellbeing of our community”



POSITION DESCRIPTION

Position:	Clinical Care Mentor and Coach
Reports To:	Director of Clinical Services
Hours of Duty:	As negotiated
Tenure:	8 weeks
Award:	NURSES AND MIDWIVES (VICTORIAN PUBLIC HEALTH SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2016-2020
Minimum Qualification:	AHPRA Registered Nurse
Key Selection Criteria:	
Essential	<ul style="list-style-type: none">• Minimum 5 years healthcare industry experience in Clinical Practice (Residential Aged Care)• Consolidated knowledge of Aged Care Standards (Aged Care Commission) and accreditation process.• Excellent Clinical and Critical Analysis Skills• Excellent Communication Skills• Project Management Experience• Workforce Clinical Supervision / Mentorship in the workplace• Ability to provide clinical support and education at point of care• Excellent ICT Skills; ability to navigate & document using Platinum 5 and TrakCare systems• Advanced Clinical and Critical Analysis skills
Desirable:	<ul style="list-style-type: none">• Formal Education Qualification / or Experience
Key Performance Indicators (if applicable):	<ul style="list-style-type: none">• Review and Gap analysis of current clinical Documentation• Creation and Implementation of Action plan aligned to analysis findings• Measurement of outcomes against the Aged Care standards

Our Vision

Heywood Rural Health (HRH) is committed to the health and wellbeing of our community.

Our Values

Respect

- We make mutual respect the basis of all interactions.
- We respect diversity and respect the dignity of each person.
- We embrace the differences in people and perceptions.

Responsiveness

- We take actions and opportunities to create results.
- We provide services that are person-centred and focused on outcomes.
- We keep our commitments and promises.

Care

- We care about the people and the community within which we work and live.
- We care about our colleagues and ourselves.
- We support people to develop and build on their strengths.

Integrity

- We uphold our professional ethic at all times.
- We are honest and fulfil our commitments.
- We are accountable for our actions.

PRIMARY OBJECTIVES/KEY PURPOSE OF THE ROLE:

- The role of the Clinical Care Mentor & Coach provides support and clinical coaching to all clinical and care staff employed at Heywood Rural Health
- The Clinical Care Mentor / Coach is a senior health practitioner who acts as a key resource and advisor, supporting the RN, EN & HCW workforce who provide direct client care.
- This role incorporates clinical mentorship, supervision and coaching of clinical staff who provide direct care to aged care residents and acute respite clients.
- With a key focus on alignment to Aged Care Standards (1 – 8), the Clinical Care Coach will work alongside direct care staff and support care initiatives, advising on care planning, clinical documentation and clinical assessments to represent the individual client needs.
- The Clinical Care Mentor & Coach provides one on one support to Registered Nurses who oversee and confirm resident care planning reflecting the resident current health status, and multidisciplinary clinician management plan. The Care plan directly reflects the resident health status, through accurate assessment, review and update according to current health status.
- The Clinical Care Mentor & Coach is responsible for providing 'point of care' education to all clinical care staff to address identified practice gaps aligned to the Aged care Quality Standards.
- The Clinical Care Mentor & Coach works collaboratively with GPs, and multidisciplinary team members to ensure best client outcomes.

DUTIES AND RESPONSIBILITIES:

- Collaboration with the Nurse Unit Manager and Director of Clinical Services

- Review Client care plans, identify 'gaps' and ensure clinicians are accurately defining the client care needs through clinical assessment and documentation.
- Collaboration with Quality Manager with matters related to client risk & safety.
- Collaboration / mentorship with Education team to advise learning priorities, to inform the education agenda, and calendar in topics related to clinical care and practice.
- Attend the daily clinical huddles facilitated by Director of Clinical Services
 - Provide recommendations related to identified 'gaps' related to clinical care and practice
 - Key achievements and evaluations

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

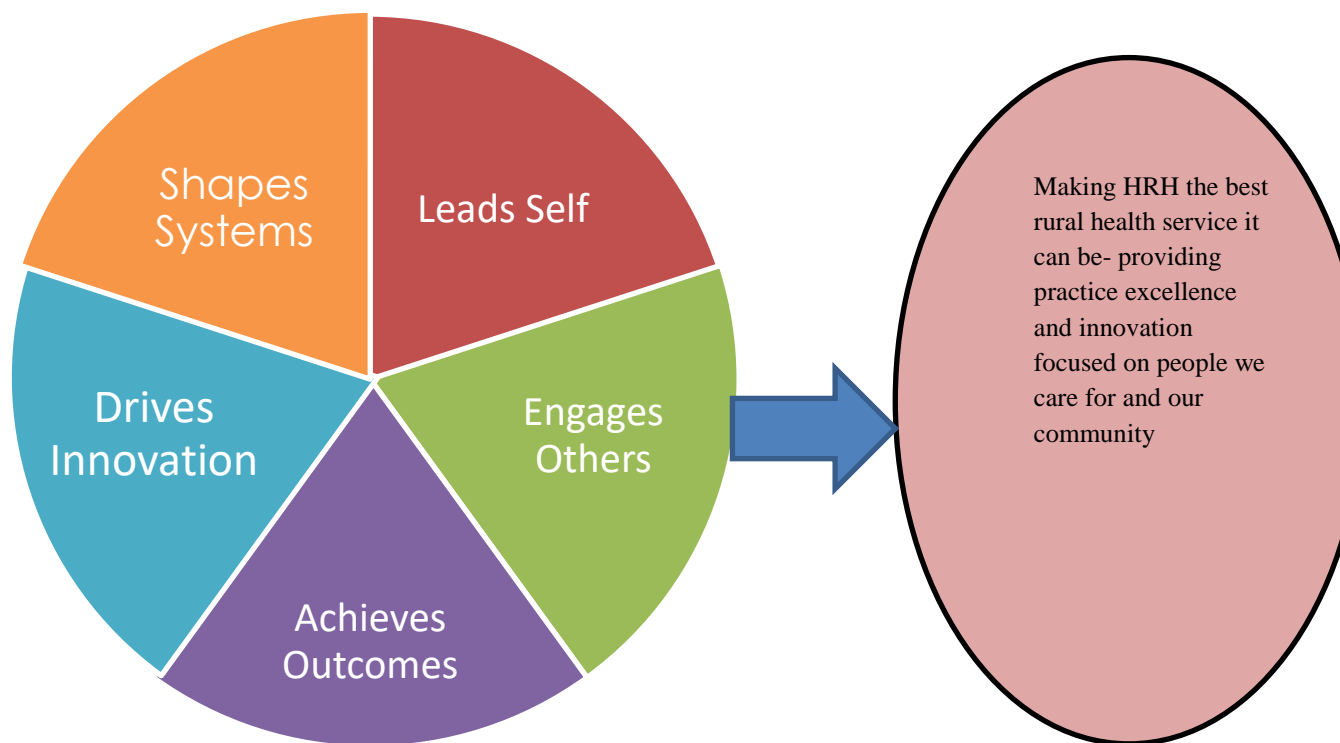
- The Clinical Care Mentor & Coach reports directly to the Director of Clinical Services
- The Clinical Care Mentor & Coach adopts an advisory and mentorship role with clinical care staff
- The Clinical Care Mentor & Coach facilitates 'reflective practice' sessions to Registered Nurses, NUM and DCS.
- Provide a monthly report to include:
 - Key identified work priorities documented on work plan; recommendations, actions & timelines
 - Education priorities / door stop education sessions topics, related to point of care identified needs.
 - Work in collaboration with HRH education RNs.

JUDGEMENT AND DECISION-MAKING:

- The Clinical Care Mentor & Coach acts as an advisor and mentor related to clinical practice
- Clinical recommendations are discussed and action in collaboration with the multidisciplinary team
- Procedure and policy change recommendations to align to evidence based practice and excellence in resident care.

PROFESSIONAL LEADERSHIP:

- Participate in the positive promotion of Heywood Rural Health.
- Be involved in health promotion activities by participating in health education of the client and community.
- Role model the HRH leadership capability framework by:
 - Leading Self;
 - Engaging others;
 - Achieving outcomes;
 - Driving innovation; and
 - Shaping Systems.



Position Requirements

N.B. Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this role and are not to be interpreted as being all-inclusive. Duties and responsibilities may be reviewed according to service requirements.

Position Requirements	Tick Box Below
A current National Police Check must be provided prior to commencement at HRH.	✓
Evidence of Professional Registration (if required)	✓
Current Advance Life Support (ALS) Certificate Required (For RN's only)	
Evidence of Professional Qualification (if required)	✓
Valid Victorian Driver's Licence (if required)	
Valid Trade Licence (if required)	
Satisfactory Working with Children Check (if required)	
Undertake Pre-Employment Check as per HRH policy (This is mandatory prior to commencement and when required during employment)	✓
Typical Work Schedule (As specified in relevant staff Roster)	✓

JOB DEMANDS CHECKLIST

Heywood Rural Health endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and you are not placed in an environment or given tasks that would result in risks to your safety or others.

Frequency Definitions		
I	= Infrequent	Activity may be required very infrequently
O	= Occasional	Activity required occasionally, not necessarily all shifts
F	= Frequent	Activity required most shifts, up to 50% of the time
C	= Constant	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
N/A	= Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks			✓		
Standing	Remain standing to perform tasks			✓		
Walking	Periods of walking required to perform tasks			✓		
Bending	Forward bending from waist to perform tasks			✓		
Kneeling	Remaining in a kneeling position to perform tasks		✓			
Lifting/Carrying	Light lifting and carrying		✓			
	Moderate lifting and carrying		✓			
	Assisted lifting (mechanical, equipment, person assist)	✓				
Working at Heights	Ascending and descending ladders, stools, scaffolding	✓				
Pushing / Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment		✓			

Reaching	Arms fully extended forward or raised above shoulder		✓			
Crouching	Adopting a crouching posture to perform tasks	✓				
Foot Movement	Use of leg and/or foot to operate machinery	✓				
Head Postures	Holding head in a position other than neutral (facing forward)	✓				
Fingers/Hand/ Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding		✓			
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands		✓			
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride-on mower, forklift, bus, etc.	✓				

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Distressed People	Highly emotional people crying, upset, unhappy, depressed, e.g. family violence, emergency or grief situations	✓				
Aggressive / Unpredictable People	Raised voices, yelling, swearing and arguing e.g. drug/alcohol, dementia, mental illness	✓				
Exposure to Distressing Situations	E.g. Child abuse, family violence, delivering bad news, viewing extreme injuries, viewing deceased	✓				
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures	✓				
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)	✓				
Noise	Environmental/background noise necessitates people raising their voice to be heard		✓			

Biological Hazards	E.g. Exposure to body fluids, bacteria, infection diseases requiring PPE		✓			
Cytotoxic Hazards	Handling and/or preparation of cytotoxic materials	✓				
Radiation	Working with radiologic equipment	✓				

Other Requirements

REQUIREMENTS	
Code of Conduct	HRH employees are expected to adhere to the values as outlined in the <i>"Code of Conduct for Victorian Public Sector Employees 2015"</i> . Breaches of the Code of Conduct may result in disciplinary action.
Compliance	During the course of your employment at HRH, you must maintain currency of all pre-screening and credentialing/other matters specified in your HRH Contract of Employment.
Confidentiality	You must ensure the affairs of HRH, its patients, residents, clients and staff remain strictly confidential and are not divulged to any third party, for any reason, except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests of HRH. Any breach of confidentiality will be viewed as a serious matter and may be the subject of disciplinary action including termination.
Contract of Employment	Your appointment is subject to your acceptance of the terms and conditions as laid out in your Contract of Employment. Terms and conditions will apply until by mutual agreement they are altered or replaced in writing.
Cultural Diversity	Recognise and respect cultural diversity within the community and be committed to respecting the individual beliefs, age gender, economic , cultural and linguistic backgrounds of HRH clients and staff
Gender Equality	As a HRH employee you will contribute to equal and measurable outcomes for women, men and gender-diverse people. This includes equal representation, status and rights, establishing equal opportunities for all people to contribute to national, political, social and cultural development; and for all to benefit from these results.
Infection Control	It is your responsibility to comply with the Infection Control policies and practices of HRH. You will also be expected to participate in infection control education yearly.
Information Technology	You will need to be aware of the need to be familiar with and able to access and use the technology systems e.g. computer, intranet, email, telephone, photocopier, facsimile machines, Data Projector. You may/will also need to become familiar with the programs used by HRH e.g. Electronic patient records –TRAK, Riskman, Platinum 5.

OH&S	<p>You are required to comply with all HRH Occupational Health and Safety policies and procedures.</p> <p>You are to take reasonable care to ensure personal safety and the safety of others who may be affected by acts or omissions of an employee in the workplace. You are to:</p> <ul style="list-style-type: none"> ▪ Follow safe work practices and use personal protective equipment as required; ▪ Participate in OH&S consultation and OH&S training initiatives; ▪ Report as soon as practicable, unsafe equipment, work practices or conditions (Occupational Health and Safety Act, clause 25) ▪ Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences; assist with any investigations and the identification of corrective actions; ▪ Co-Operate with managers and supervisors so they can meet their OH&S responsibilities; ▪ Not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk; and ▪ Perform only those tasks for which you have received appropriate training and instruction.
Police Check	<p>Your appointment is subject to a satisfactory police records check. As this process can take several weeks prior to the commencement of shifts, you may supply a statutory declaration indicating you have no conviction for murder, sexual assault or assault resulting in imprisonment. These convictions will automatically preclude you from working in HRH.</p>
Privacy and Confidentiality	<p>Employment is subject to your compliance with the <i>Health Records Act</i>. This <i>Act</i> requires compliance with Principles related to privacy regarding data collection (including photos), usage and security.</p>
Qualifying Period	<p>A six months probationary qualifying period will apply.</p>
Quality and Safety	<p>HRH is committed to providing Safe, High Quality Care across all services. Expectations on staff to support this include:</p> <ul style="list-style-type: none"> • Demonstrate a commitment to best practice; • Take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care; • Ensure all Health Service activities are in accordance with the National Safety and Quality Healthcare Standards (Organisation-Wide) – 2nd Edition, the Home Care Common Standards (Primary and Community Health) and the Aged Care Accreditation Standards – July 2019; • Actively participate in the HRH Safety and Quality Program. All staff will contribute to quality improvement activities aimed at improving patient/resident/client outcomes and maintaining accreditation standards; and • Be actively involved in processes to monitor and evaluate the performance of the services provided by the work area. <p>N.B. It is the responsibility of every staff member to be familiar with HRH Service-Wide and specific Departmental Policies & Procedures.</p>
Smoke Free Campus Policy	<p>Smoking is prohibited throughout all buildings and vehicles controlled by HRH. This policy applies to staff, patients, residents, clients, volunteers, visitors, contractors and others.</p>

Staff Development and Performance Reviews	Your manager is responsible for conducting your Staff Development and Performance Reviews 30 days after you commence at HRH and at the five months point of your employment (Qualifying Period Review); thereafter you will participate in Staff Development and Performance Reviews annually on the anniversary of the day you commenced employment at HRH.
Staff Orientation	You are required to attend an Orientation Day prior to commencement of employment and participate in the Professional Development Program.
Termination of Employment	Four weeks (or as per Enterprise Agreement) written notice of termination of employment to be provided to their Department Manager.

As the incumbent of this position:

- i. I acknowledge I have received a copy of this Position Description, and have read and understand the requirements of this role. I agree to work in accordance with this Position Description.
- ii. I confirm I have read the Job Demands Checklist detailed in this Position Description, understand its content, and agree to work in accordance with the requirements of this Checklist.
- iii. I also understand this Position Description forms part of my Contract of Employment with HRH.

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

Please forward signed copy to:
 People & Culture Department erin.wilson@heywoodruralhealth.vic.gov.au