

**HOSPITAL ADMISSION RISK PROGRAM – CHRONIC DISEASE MANAGEMENT -
CARE COORDINATOR (REHABILITATION, COMMUNITY AND ALLIED HEALTH PROGRAMS)**

Designation: HOSPITAL ADMISSION RISK PROGRAM – CHRONIC DISEASE MANAGEMENT (HARP – CDM) CARE COORDINATOR

Level: Allied Health Professional – Grade 2 / Registered Nurse Division One

Program / Unit: Allied Health Programs

Purpose of Position:

To be responsible for the provision of Care Coordination to enrolled HARP – CDM clients as part of the multidisciplinary team, and to participate in planning, implementing and evaluating the service provided.

Organisational Environment / Reporting Relationships:

The HARP – CDM Care Coordinator will work in collegial relationships with all staff within his/her program area, other Wodonga Regional Health Service (WRHS) programs, health professionals and community agencies in the delivery of services.

The HARP – CDM Care Coordinator is accountable to:

- The HARP – CDM Program Coordinator for program responsibilities, through to the Director of Allied Health.
- The Discipline Senior for professional matters.
- And is accountable and responsible for his/her actions while performing professional standards of practice and conduct.

Supervisory Responsibilities:

The Allied Health HARP – CDM Care Coordinator is responsible for support, supervision and education of:

- Undergraduate students.
- Work experience students.
- Grade One Therapists within their discipline.
- Students from other disciplines as per program requirements.

Primary Responsibilities:

- As for discipline specific Grade Two Position Description or Registered Nurse Division One Position Description.
- To undertake comprehensive assessment of referred clients and be responsible for care planning service coordination and evaluation of the services provided, *with due regard to the physical and emotional needs of the individual client.*
- To act at all times to ensure services across the continuum, between acute, subacute and primary care are provided in a seamless manner.
- Maintain an up to date knowledge and understanding of Department of Human Services (DHS) Policy and Funding Guidelines relating to HARP – CDM and integrate these into practice.

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- Liaise with the HARP – CDM Program Coordinator in the development, implementation and evaluation of the program operational plan.
- Promote and advocate for the HARP – CDM Program within WRHS and the broader community.
- Where possible engage consumers in providing feedback and participating in service development.
- Assist the HARP – CDM Program Coordinator to plan, develop and review policies and procedures relevant to the program.
- Promote safe clinical practice and professional standards of conduct.
- To contribute to the preparation of submissions for funding for program development.

Specific Delegations:

Nil.

Performance Appraisal:

Professional development review will be undertaken prior to completion of probationary period and annually thereafter. The review will be conducted by the HARP – CDM Program Coordinator and one of (as nominated by the staff member):

- Discipline Senior.
- Director of Allied Health.

SELECTION CRITERIA

MANDATORY CRITERIA

- Possession of tertiary qualifications in relevant professional area.
- Current Driver's Licence.
- Significant / extensive clinical experience.

SELECTION CRITERIA

- KSC 1** Understanding of the needs of people with chronic conditions and complex needs.
- KSC 2** Excellent communication, interpersonal and negotiation skills.
- KSC 3** Sound clinical assessment and clinical reasoning skills.
- KSC 4** Thorough knowledge of and commitment to Continuous Quality Improvement.
- KSC 5** Demonstrated ability to work independently and unsupervised, and within an interdisciplinary team.
- KSC 6** Demonstrated knowledge of contemporary approaches to chronic disease management.
- KSC 7** Demonstrated understanding and commitment to care across the continuum.
- KSC 8** Demonstrated flexibility and responsiveness to change.

Signature of Employee

Witness:

Date

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Annexes:

Other Relevant Information:

References: www.health.vic.gov.au/harp-cdm/

Contact Point: Director of Allied Health.

THIS SECTION FOR QUALITY OFFICE USE ONLY		
Approval Committee:	Date Approved:	SharePoint File Location:
Human Resources Manager	2 October 2008	Position Description
Responsible Department:	Date for Review:	Manual Location:
Allied Health	2 October 2011	Position Description Manual
Version No:	Original Approval Date:	Previously Named As:
1	2 October 2008	