

East Wimmera Health Service

Position Description

Position Title:	RESIDENT LIFESTYLE CO-ORDINATOR
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Classification: Allied Health Assistant (Qualified) TC1 or Enrolled Nurse (IB11-IB18)

Responsible To: Nurse Unit Manager

Salary and Conditions: In accordance with the Nurses (Victorian Health Services) Award 2000 and the Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012 – 2016.

Health Professional Services – Public Sector – Victoria Award 2003 and Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2011-2015.

POSITION SUMMARY:

The Resident Lifestyle Co-ordinator is required to assist the Nurse Unit Manager with the development, implementation and evaluation of therapeutic, social and recreational activities programs that will meet the needs of the Nursing Home residents at EWHS, and the prescribed Standards and Guidelines for Residents Aged Care Services.

KEY SELECTION CRITERIA:

Essential knowledge, skills and aptitudes:

- Relevant qualification related to allied health assistant and/or diversional therapies.
- Ability to develop and implement therapeutic, social and recreational activity programs.
- Previous experience in aged care service provision.
- Empathy with residents living in residential care.
- Excellent communication and interpersonal skills.
- Demonstrated ability to work in a team environment
- Current Victorian Driver’s Licence.

OTHER SELECTION CRITERIA:

Desirable knowledge, skills and aptitudes:

- Hold or be prepared to obtain a Light Rigid Driver’s Licence.
- Basic Computer Skills.
- Previous experience in aged care service provision.
- A working knowledge of the Aged Care Standards.
- Competence in No Lift.

Key Result Area: SERVICE PROVISION:

Plan and implement activities program that meets individual and social needs of residents.

Major Action	Performance Indicator
Formulates and implements activities plan in consultation with Nurse Unit Manager that accommodates spiritual, cultural and special needs of residents.	<ul style="list-style-type: none"> • Activities program accommodates individual needs.
Develop activities programs includes a variety of approaches including one-to-one, group and community activities.	<ul style="list-style-type: none"> • Varied activities demonstrated in plan.
Plan and implement resident outings in line with EWHS policy and meet residents’ expectations.	<ul style="list-style-type: none"> • EWHS Outings policy consistently adhered to. • Residents’ expectations are met. • Residents report satisfaction.
Develop social profiles and prepare leisure interests and activities care plan to meet identified individual needs of new resident.	<ul style="list-style-type: none"> • Care plan is prepared and meets needs as identified in social profile.
Evaluate and adjust individual activities care plan to meet changing needs.	<ul style="list-style-type: none"> • Activities care plan evaluation is undertaken at least monthly and is adjusted accordingly.
Reports changes in resident condition or requirements to Nurse Unit Manager or delegate and documents these changes in progress notes.	<ul style="list-style-type: none"> • Resident changes reported and documented appropriately

Key Result Area: DOCUMENTATION and ADMINISTRATION:

Maintain activities program within available resources and maintain records and documentation.

Major Action	Performance Indicator
Operate program and expenditure in consultation with the Nurse Unit Manager or delegate.	<ul style="list-style-type: none"> Activities program and costs implemented with NUM or delegate.
Report individual therapy interventions to Nursing Staff for inclusion in Aged Care Funding Instrument documentation	<ul style="list-style-type: none"> Reports are clear, relevant and timely.
Maintain appropriate program and client records and statistics.	<ul style="list-style-type: none"> Program records kept. Client records are up-to-date, appropriately stored and accessible to authorised staff. Statistical data collected and reported
Document individualised therapy plans on Residents long term care plans.	<ul style="list-style-type: none"> Individual therapy plans documented
Track and maintain activities program equipment.	<ul style="list-style-type: none"> Equipment kept in good working order Loss or damage reported to Nurse Unit Manager

Key Result Area: REGULATORY COMPLIANCE:

Ensure compliance with all relevant legislation, regulatory requirements, standards and guidelines.

Major Action	Performance Indicator
Completion of applicable annual mandatory requirements: <ul style="list-style-type: none"> ➤ Emergency Procedures ➤ Manual Handling ➤ No Lift ➤ Infection Control ➤ Clinical Competence ➤ Annual Declaration 	<ul style="list-style-type: none"> Annual compliance achieved and documented. Demonstrates knowledge in performance of duties
Implement the standards of health and safety and comply with OH&S legislative employee requirements.	<ul style="list-style-type: none"> Health and safety of self and others is maintained. Compliance with employee OH&S requirements is achieved.
Report work place injuries to Manager/Campus Manager. Work effectively with staff on return to work programs.	<ul style="list-style-type: none"> Workplace injuries are reported and documented. Work undertaken with staff returning to work is effective.
Ensure EWHS policy and procedures are implemented.	<ul style="list-style-type: none"> EWHS policies and procedures are adhered to and implemented effectively by self.
Acts to maintain infection control standards. Undertakes relevant infection control activities.	<ul style="list-style-type: none"> Infection Control standards are maintained. Campus infection control activities are achieved.
Comply with all employee relations legislation and EWHS Code of Conduct requirements. Report breaches to Manager/Campus Manager.	<ul style="list-style-type: none"> Employee relations legislation and EWHS Code of Conduct requirements are maintained. Concerns/breaches are reported promptly.

Key Result Area: TEAM WORK:

Function as a team member consistent with the policies and procedures of the Health Service.

Major Action	Performance Indicator
Achieve team work through effective collaboration and communication processes. Recognise the roles of, and collaborate with team members in the wider health care team.	<ul style="list-style-type: none"> Team objectives achieved. Team member roles and responsibilities recognised. Feedback indicates collaboration and communication with all team members is open and effective.
Complete delegated tasks effectively and appropriately. Recognise and seek assistance from other staff members when tasks fall outside of ability.	<ul style="list-style-type: none"> Delegated tasks achieved in accordance with guidelines and procedures. Function within ability and scope of practice is achieved.

	<ul style="list-style-type: none"> • Appropriate assistance sought.
Contribute to the orientation and welcoming of new staff to the department and the team.	<ul style="list-style-type: none"> • Feedback indicates contributions made are effective. • All new staff orientated effectively and feel welcome.
Contribute to multi-campus teams through committee membership or supporting colleagues fulfilling committee membership.	<ul style="list-style-type: none"> • Contributions are constructive and effective.
Incorporate volunteer contributions into activity program.	<ul style="list-style-type: none"> • Volunteers are incorporated consistent with EWHS volunteer policies and requirements.

Key Result Area: IMPROVING PERFORMANCE (CQI):

Contribute to quality service delivered to customers through Continuous Quality Improvement (CQI) activities.

Major Action	Performance Indicator
Actively contribute to improving performance.	<ul style="list-style-type: none"> • CQI documents indicate involvement in CQI activities.
Implement Accreditation Standards and other relevant Standards within the department.	<ul style="list-style-type: none"> • Accreditation Standards and other relevant Standards are met on a daily basis. • Awareness and understanding of relevant standards and accreditation processes demonstrated.
Contribute to the implementation and evaluation of quality systems.	<ul style="list-style-type: none"> • CQI forms indicate involvement in the process.

Key Result Area: CUSTOMER RELATIONS:

Ensure high standard of customer service is maintained.

Major Action	Performance Indicator
Facilitate and maintain effective communication with internal and external customers	<ul style="list-style-type: none"> • Feedback indicates communication is appropriate and effective at all levels.
Identifies and reports to manager ways to improve service delivery to customers.	<ul style="list-style-type: none"> • Customer service is actively promoted within the department.
Liaise with other members of the health care team as part of day to day activity.	<ul style="list-style-type: none"> • Feedback indicates communication is appropriate and effective.

EMPLOYEE OBLIGATIONS:

The employee is required to maintain strict confidentiality with reference to all matters pertaining to patients/residents within the Health Service and without. Failure to observe this requirement may be regarded as misconduct warranting termination and incurring liability to penalty pursuant to Section 141 of the Health Services Act 1988.

The employee is required to take all reasonable care to ensure personal safety of others who may be affected by the acts or omissions of the employee in the workplace. (Occupational Health and Safety Act, Clause 25). The employee is required to participate in all safety programs as required by the Health Service.

East Wimmera Health Service Identification Badge must be worn at all times whilst on duty. This remains the property of the organisation and must be returned to the Pay Officer on termination of employment.

The employee is required to participate in the Continuous Quality Improvement Program to encourage excellence of care and cost containment within the Health Service.

The employee is required to participate in the Risk Management Program to ensure risks are identified and managed within the Health Service.

The employee is required to adhere to EWHS Code of Conduct.

PERFORMANCE DEVELOPMENT AND REVIEW:

A Performance Development and Review will be completed after the first six months of service and then as per the East Wimmera Health Service Performance Management Policy. The Performance Development and Review is to be discussed with / conducted by Nurse Unit Manager.

Employee's Name:
Employee's Signature:
Date:

Manager's Signature:
Position Title:
Date:

Issued March 1999
Revised August 2000
Revised July 2005
Revised: August 2006
Revised: October 2010
Revised: July 2014