



Position Description

Position Identification			
Position Title:	Cardio-Respiratory Team Leader		
Direct Reports	4.0 EFT	Indirect Reports:	0
Position Number: (from HRIS)		Effective Date:	October 2018
Location:	Coburg and other Merri sites as required		
Scope of Practice:	Not applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification *For HR use only	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement <ul style="list-style-type: none"> Allied Health Professional, Grade 3 Nurses and Midwives Enterprise Agreement <ul style="list-style-type: none"> Registered Nurse, Grade 5 		
Organisational Context			
Divisional:	Aged and Primary Care		
Program:	Prevention and Complex Care	Unit: Cardiac and Respiratory Team	
Organisational Chart	<pre> graph TD A[General Manager, Aged & Primary Care] --> B[Manager, Prevention & Complex Care] B --> C[Team Leader, Cardio-Respiratory] </pre>		
Position Summary			
<p>The Team Leader for the Cardiac and Respiratory Team will be responsible for providing leadership and direction to the Nursing and Allied Health staff in the day to day operations of the team in order to deliver high quality, best practice services to our community in line with Merri Health Strategic Direction. A key area of focus for this position will be to implement an effective model of care focusing on the individual, ranging from prevention,early intervention through to established disease. A coordinated approach to service delivery will be required through the Community Health and Early Intervention in Chronic Disease fundings streams. This position will involve a direct clinical role within the cardiorespiratory stream in conjunction with management with a split of 50% clinical and 50% management.</p>			
Position Accountabilities			
Responsibilities	STRATEGIC <ul style="list-style-type: none"> Support staff in the implementation of the annual Prevention and Complex Care (P&CC) Program Plan and Merri Health’s Strategic Direction. 		



Position Description

	<ul style="list-style-type: none">• Contribute to the overall strategic directions of the Prevention and Complex Care Program as part of a leadership team.• Advise and support the Prevention and Complex Care Manager by identifying trends and contributing to proposals for the ongoing development of the Program.• Using best practice guidelines drive the development of the cardiac and respiratory stream and establish innovative models of care for people, at risk of, or living with a cardiac and/or respiratory condition.• Work with key stakeholders to proactively develop the cardiac and respiratory stream based on market research and needs of the community.• Participate in appropriate network and partnership initiatives and ensure the Manager is kept abreast of any key issues and trends arising.• Proactively establish referral pathways in partnership with key stakeholders both internally and externally to Merri in line with Program direction. <p>CLINICAL</p> <ul style="list-style-type: none">• Establish models of care for service delivery ranging from prevention through to chronic disease.• Provide systematic, planned interventions based on best practice guidelines.• Provide comprehensive assessment and care planning, systematic monitoring and review.• Emphasise the person's central role in managing their health. <p>OPERATIONAL</p> <ul style="list-style-type: none">• Ensure operational effectiveness of the team in relation to delegated staff matters including recruitment, staff orientation and support, supervision and development, handling of relevant grievance and discipline procedures and approving leave.• Ensure adherence to relevant policies and procedures.• Participate in P&CC Monthly Business Meetings and ensure monthly reporting framework completed.• Monitor monthly incident reporting in conjunction with Quality team, identify any trends, and plan to mitigate any further risk.• Report incidents, complaints or grievances to the Prevention and Complex Care Manager and assist investigation processes as per policy.• Coordinate delivery of services within budget allocation, ensure monthly budget reports are reviewed and discuss any concerns with P&CC Manager.• Ensure team meet funding requirements through monitoring of data and targets to ensure compliance with service agreements.• Monitor demand for service through waiting lists and activity levels and ensure strategies are implemented to mitigate risks.• In conjunction with the P&CC Manager, develop clinical outcomes that align with best practice models of care and ensure regular service evaluation as part of continuous quality improvement.• Convene and lead team meetings monthly. <p>QUALITY</p> <ul style="list-style-type: none">• Collaborate with the team to embed a culture of continuous quality improvement and lead staff in the promotion of quality and safety.• Coordinate team professional development opportunities to support the needs of the cardiac and respiratory stream, ensuring alignment
--	---



Position Description

	<p>with P&CC Program Plan and Merri Health Strategic Direction.</p> <ul style="list-style-type: none"> • Participate in professional development opportunities to support this position ensuring alignment with Program Plan together with Merri Health Strategic Direction. • In conjunction with the Manager, develop, implement and review procedures and policies on matters across the P&CC Program. • In conjunction with the Manager review and develop operational guidelines to ensure efficient and effective service delivery across the P&CC Program. <p>Other Duties</p> <ul style="list-style-type: none"> • Support staff in the implementation of the Program and Merri Health’s Strategic Plan. • People management through the employment life cycle, including recruitment, orientation, performance management, development, leave, and separations. • Be responsible for team outcomes, ensuring targets and funding requirements are met, and good external relationships are maintained. • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.
<p>People Management</p>	<ul style="list-style-type: none"> • Ensuring the management of people within the Team including recruitment, induction, professional development, reward and recognition and performance management • Ensure applicable employees comply with professional registration, national code for health care workers and delegated scope of practice • Manage employee retention and coordinate workforce planning across the Team to ensure responsiveness to changing or emerging client needs • Promote and monitor compliance of people management processes to all Merri standards, policies and procedures • Build a culture of ambition and success across the Team through motivating and developing employees by promoting continuous improvement • Ensure the performance objectives of the Team are communicated, understood and cascaded to all employees through effective development of individual KPIs and work plans • Ensure appropriate succession plans are in place to achieve longer term strategies
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> • Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions • Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs



Position Description

	<p>Quality & Risk</p> <ul style="list-style-type: none"> Actively participate in the risk management process including identification and analysis, control of deficiencies and escalating where required. Understand and implement accreditation standards that apply to team and organisation Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements Support staff to understand and apply new and changed policies and procedures. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the GLBTIQ community and those living with a disability to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health's Capability Matrix.</p>
<p>Key selection criteria</p>	
<p>Essential</p>	<ul style="list-style-type: none"> Tertiary qualification in Nursing or Allied Health Post graduate qualification in relevant clinical field or equivalent experience Demonstrated ability to lead a complex, multidisciplinary team Highly developed written and verbal communication skills An understanding of cardiac and respiratory disease and the use of best practice guidelines around prevention, risk factor modification and chronic disease management
<p>Desirable</p>	<ul style="list-style-type: none"> Demonstrated project management skills Post graduate qualification in management or working towards this An understanding of strategic thinking, planning and service development concepts Membership of relevant professional association
<p>Checks, Licences and Registration</p>	<ul style="list-style-type: none"> National Police check Working with Children check Current full or probationary drivers licence Professional registration with AHPRA Disability Worker Exclusion Scheme check