



Position Description

Position Identification			
Position Title:	Team Leader, Musculoskeletal and Diabetes		
Direct Reports	5.43 EFT	Indirect Reports:	0
HRIS Position Number:		Effective Date:	January 2019
Location:	Bell Street, Coburg / Dependent on client demand		
Scope of Practice:	Not applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification: *HR Use Only	Nurses and Midwives Enterprise Agreement <ul style="list-style-type: none"> Registered Nurse, Grade 5 Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement <ul style="list-style-type: none"> Allied Health, Grade 3 		
Organisational Context			
Divisional:	Aged & Primary Care		
Program:	Prevention & Complex Care	Unit: Prevention & Chronic Illness Care	
Organisational Chart	<pre> graph TD GM[General Manager, Aged & Primary Care] --> M[Manager, Prevention & Complex Care] M --> TL1[Team Leader, Prevention & Chronic Illness Care, (Musculoskeletal and Diabetes)] M --> TL2[Team Leader, HARP Cardiac, DCS and Respiratory] M --> TL3[Team Leader Prevention and Chronic Illness Care (Cardiac and Respiratory)] </pre>		
Position Summary			
<p>The Team Leader for the Musculoskeletal and Diabetes Team is responsible for providing leadership and direction to Nursing and Allied Health staff in the day-to-day operations of the program in order to deliver high quality, best practice services to our community in line with Merri Health’s Strategic Direction.</p> <p>A key area of focus in this role is to develop and implement innovative models of care focusing on the individual, ranging from prevention, early intervention through to established chronic disease. The service is underpinned by a coordinated approach to care that is consistent with best practice principles in Chronic Disease Management.</p> <p>A coordinated approach to service delivery will be required through the Community Health and Early Intervention in Chronic Disease funding streams and close collaboration with the Team Leader for Cardiac and Respiratory.</p>			
Position Accountabilities			



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Responsibilities	<p>STRATEGIC</p> <ul style="list-style-type: none">• Support staff in the implementation of the annual Prevention and Complex Care Program Plan and Merri Health’s Strategic Direction.• Contribute to the overall strategic directions of the Prevention and Complex Care Program as part of the 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 and evidence based guidelines drive the development of the Musculoskeletal and Diabetes streams.• Establish innovative models of care for people at risk of developing disease, or living with chronic disease.• Work with key stakeholders to proactively develop the MSK and Diabetes stream based on market research and the needs of the community.• Seek out and participate in appropriate network and partnership opportunities, ensuring the Manager is kept abreast of any key issues or trends arising.• Proactively establish referral pathways in partnership with key stakeholders both internally and externally to Merri in line with program direction. <p>OPERATIONAL</p> <ul style="list-style-type: none">• 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.• 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 an adherence to relevant policies and standards.• Participate in P&CC monthly business meetings and ensure monthly reporting framework is completed.• Coordinate delivery of services within identified budget allocation, ensure monthly budget reports are reviewed and discuss any concerns with the P&CC Manager.• Ensure team is meeting funding requirements through monitoring of data and targets to meet compliance with service agreements.• Develop clinical outcomes that align with best practice models of care and ensure regular service evaluation as part of a continuous quality improvement approach. , develop identify• Convene and lead team meetings monthly.• Provide leadership within the team to ensure the provision of safe and evidence based services and multidisciplinary practice.• Coordinate staff and services to ensure access to appropriate and efficient service delivery.• Establish a close working relationship with clinical support staff and work together to embed the guidelines within the clinical support work practice. A collaborative approach should be undertaken to any issues arising from clinical support sessions.
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	<ul style="list-style-type: none">• Ensure the services provided by staff are consistent with policies and practices that align with professional clinical standards.• 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 applicable employees comply with professional registration, national code for health care workers and delegated scope of practice. <p>Quality</p> <ul style="list-style-type: none">• Participate in professional development opportunities to support continuous learning relevant to position.• Coordinate team professional development activities that will support Merri Health’s vision and strategic direction.• Operate in accordance with Quality improvement systems, and lead staff in the promotion of quality, continuous improvement and evaluation activities.• Develop, implement and review procedures and policies on matters relevant to the team.• Review and develop operational guidelines to ensure efficient and effective service delivery. .• Build a culture of ambition and success across the team through motivating and developing employees by promoting continuous improvement.• 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 <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 is committed to ensuring a safe environment for children and young people. We encourage individuals of</i></p>



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	<i>diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i>
Capabilities	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.
Key selection criteria	
Essential	<ul style="list-style-type: none">• Tertiary qualification in Nursing or Allied Health.• Post Graduate Qualification or equivalent experience in relevant clinical area.• Demonstrated ability in leading a complex, multidisciplinary team.• Demonstrated ability to develop and support the growth of others, including experience in both clinical and line management supervision.• Highly developed written and verbal communication skills• Demonstrated experience in data collection and analysis.
Desirable	<ul style="list-style-type: none">• An understanding of strategic thinking, planning and service development concepts.• Post graduate degree in business management or a desire to develop management skills.• Demonstrated project management skills.• Membership of relevant professional association
Checks, Licences and Registration	<ul style="list-style-type: none">• National Police check (NPC)• Current full or probationary drivers licence• AHPRA Registration• Working With Children's Check (WWCC)• Disability Worker Exclusion Scheme (DWES)