



WESTERN REGION HEALTH CENTRE LTD

POSITION DESCRIPTION

Position:	Dietitian (HARP – Community Health Program)
Location:	81 – 83 Paisley St, Footscray (However the position may be required to work from any of the Centre's sites).
Job Status:	Fixed Term, Part time (0.4 EFT)
Conditions of employment:	Medical Scientists, Pharmacists & Psychologists Certified Agreement: 2008 – 2011; Grade 2
Authority re Appointment:	General Manager, Clinical Services
Reports To:	Chronic Disease team leader

PROGRAM INFORMATION

Hospital and Admission Risk Program (HARP)

The WRHC is one of the partner agencies in the Western HARP Consortium. The HARP program aims to provide services to clients with complex medical and/or psycho-social issues who regularly use the emergency or inpatient services within the Western region. The HARP program aims to coordinate services across the acute and community sectors with a focus on supporting clients to maximise their health and well-being in the community setting. The HARP program is administrated through Western Health (WH) and supported by an advisory committee and relevant steering committees.

The Western Health Community Response Service (HARP)

Allied Health professionals within the Community Response Service team provide short term, outreach or centre-based clinical services to HARP eligible clients. This includes clients from any of the HARP programs within the Western Health HARP model; that being the Community Response Service (Chronic Disease Management and Complex Needs), the Emergency Department based Immediate Response Service and the Urgent Assessment Service. These programs provide services to clients with complex health conditions who are identified as requiring intensive services in order to reduce their likelihood of hospital admission.

The WRHC HARP team consists of Psychology, Dietetics, a Care Facilitator with the Complex Needs team and a HARP Diabetes service. Other allied health staff working as part of the HARP team but not based at WRHC include pharmacy and family therapist.

POSITION OBJECTIVE

The Dietitian works as a part of a multi-disciplinary team which provides outreach and centre based services. The Dietitian will work in partnership with Western Health, local GP's and other relevant health and community services to ensure that clients receive the full range of

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services necessary.

This position sits within the WRHC Chronic Disease Team which includes other WRHC employed HARP staff and the Living Well (Early Intervention in Chronic Disease) team.

POSITION REQUIREMENTS

Professional Requirements

- Delivering a professional service in accordance with WRHC policy
- Maintain all client information within the limits of the Health Records Act, 2001, National Privacy Principles 2001 and WRHC policy
- Maintain professional, accurate and contemporaneous client records and other documentation in accordance with WRHC policy
- Administer care in accordance with the policies of WRHC

Clinical Practice Requirements

- To provide a range of specialist and generalist Dietetics services in a range of settings to clients with various chronic and complex health conditions
- Provide a priority response to patients identified from the Immediate response HARP team in the Emergency Department (WH) as indicated
- Meet the requirements for clinical Key Performance Indicators according to WRHC and WH requirements
- Conduct comprehensive Dietetics assessment for referred HARP clients
- Implement and co-ordinate appropriate discharge plans for clients including onward referral options for clients as needed
- Deliver timely formal reports and letters to the HARP team and relevant external parties
- Work collaboratively within a multidisciplinary team and contribute to client treatment plans
- Liaise with staff, clients, families, carers, other service providers
- Contribute to the design, implementation and evaluation of relevant clinical research activities and evaluation of service
- Document all relevant client information in the appropriate electronic management system, including collection of client statistics in a timely manner
- Provide secondary consultation services to HARP staff regarding the Dietetics needs of clients and management strategies.
- Attendance at in-service education, external workshops and conferences that are relevant to the role of HARP Dietitian
- Assist in the supervision of Dietetics students across the organisation as indicated

Workforce and Service Requirements

- Support and contribute to the professional development of other staff in regards to Dietetics
- Liaise with internal and external service providers to develop and maintain relevant links and networks to strengthen services for HARP clients.
- Participate in the ongoing development of the HARP program to ensure it is meeting community and client's Dietetics needs, and review Dietetics Service policies and procedures where appropriate
- Work within the HARP model of care to facilitate the delivery of integrated model of care.
- Liaise with the community, other health and welfare providers to work towards integrated service delivery.

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- Maintain a good up-to-date working knowledge of services/resources/options relevant to the needs of HARP clients.
- Participate in the development and maintenance of an up-to-date client and service utilisation database and other relevant statistics.
- Maintain and develop clinical standards of practice by pursuing internal and external professional development opportunities such as workshops conferences.
- Ensure Dietetics services are delivered in a prioritised, timely, equitable and clinically appropriate manner.

General Community HARP Requirements

- Contribute to the development and maintenance of an effective team, including attending case conference
- Contribute to the identification of personal and team development and training needs and participate in training and staff development activities to meet these needs as required
- Participate in relevant and appropriate clinical governance activities, which might include committee representation, quality improvement, continuing education, clinical supervision and practice review as a means of ensuring that clinical practice is safe, efficient and effective.
- Contribute to the achievement of service delivery performance indicators.

General Organisation Requirements

- Contribute to the development and maintenance of effective coordination and teamwork across all WRHC services.
- Participate in both service and organisation development and quality improvement processes, including staff appraisals, service review, service evaluations and service monitoring.
- Participate in service and organisation planning and design, including development, implementation and review of policies, procedures and protocols.
- Contribute to organisational planning and policy development through input into strategic planning processes including participation in staff working parties, workshops and meetings.
- Maintain information systems on relevant resources and implement relevant administrative procedures and systems.
- Respond to requests for data and reports in a timely manner
- Participate in regular supervision meetings and an annual Individual Development Review process with the HARP Team Leader.
- Maintain and develop standards of practice and skills by pursuing internal and external professional development opportunities.
- Promote and represent the Centre as a caring, professional, and client-focused organisation, and its range of primary health and social support services.
- Adhere to Workplace Health Safety and Well Being standards within the organisation.
- Participate in the identification of risks to the program and organisation.
- Adhere to all Centre policies and procedures.

Commitment to the philosophy of Western Region Health Centre

- Commitment to the philosophy expressed in the centre's vision, goals and values statements.
- Commitment to work within a community focused whole of population health approach, recognising the importance of providing a medical model within a holistic health response.
- Commitment to working within a service which includes targeting of marginalised communities.

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- Commitment to providing services in a manner that is sensitive to the cultural background of clients.

Other Duties

- Other duties consistent with this position description, as directed

KEY SELECTION REQUIREMENTS

Applications are invited from suitably qualified and experienced people addressing the following areas:

Mandatory

- Eligible for full membership of Dietitians Association of Australia; preferably an Accredited Practising Dietitian
- Current driver's licence
- Advanced assessment and clinical skills in managing complex clients with chronic disease
- A high level of written, oral communication, and interpersonal skills
- Ability to work collaboratively within a multi-disciplinary team including liaison with a range of clients, families, health professionals, and other community agencies
- Demonstrated experience and skills with standard computer software applications including Microsoft Office programs and patient/ Client management systems
- Ability to work autonomously and as a part of a team and within limited time frames

Highly desired

- Experience at working within community health and/or the Hospital Admission Risk Program
- Proficiency in working with individuals from culturally and linguistically diverse backgrounds, including proficiency in working with interpreters
- Knowledge of relevant local and regional services and groups
- Knowledge of community health principles and a commitment to providing primary health services in the community
- Clinical experience working with health behaviour change issues including an understanding of self-management principles specifically related to health
- Experience in working in a multidisciplinary team setting
- Ability to speak a relevant community language

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OTHER RELEVANT INFORMATION

- WRHC is an equal opportunity employer
- **Pre-Existing Condition Declaration**
Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position
- **Proof of Right to Work in Australia**
Documentation that proves the right to work in Australia will be required prior to appointment
- A pre-employment police check is mandatory for all new employees
- Probation period of three (3) months
- Employees are requested to comply with the Centre's policy on staff immunisation

Employee signature: _____

Employee name: _____ Date: _____

Manager signature: _____

Manager name: _____ Date: _____