

## POSITION DESCRIPTION

<b>Position Title:</b>	AH ELP program Coordinator
<b>Business Unit/Division:</b>	Mental Health Division
<b>Award Agreement:</b>	<b>Victorian Public Mental Health Services Enterprise Agreement 2020-2024 (77 – Health Professionals)</b>
<b>Classification:</b>	<b>Qualified Occupational Therapist Gr 4 Clinical Educator (OT YB28 or SW YC50)</b>
<b>Employment Type:</b>	Permanent, part time (0.42EFT) or full time (0.4 EFT coordinator, 0.6 Discipline educator)
<b>Reports to:</b>	Director of Allied Health, Mental Health
<b>Date Prepared/Updated:</b>	June 2023
<b>General Role Statement:</b>	

ELP Coordinator will be responsible for assisting in the development of the ELP program for Northern Health. Once established, the coordinator will oversee the program, including coordinating recruitment, rotations/placements, maintaining resources and databases and evaluation of the program. This position will ensure that a high-quality program is delivered, that is well planned, supported and evaluated. The role will work with the Allied Health Chiefs/Leaders and education/training structures across Northern Health to establish and coordinate the program, explore opportunities for integration/collaboration across NH and to support the clinicians and educators in ELP program.

This position is part time at 0.42 Eft however if the position is worked full time, this role will be 0.4 EFT program coordinator and 0.6 EFT discipline educator.

Travel across the Northern Health mental health division catchment will be required.

## ORGANISATIONAL OVERVIEW

### Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Moreland Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Specialist Older adults consultation service

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

**Our Vision:**

A healthier community, making a difference for every person every day.

**Our Values:**

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our community.
- Kind – We treat everyone with kindness, respect and empathy.
- Together – We work together with our staff, patients, consumers and health system partners.

**Our Priorities:**

Northern Health has determined five strategic goal. Focussing on these goals will support us to achieve our vision and mission.

- A safe, positive patient experience
- A healthier community
- An innovative and sustainable future
- Enabled staff, empowered teams
- Engaged learners, inspired researchers

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

**Safety, Quality and Clinical Governance at Northern Health**

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.

- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

## ROLE STATEMENT

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ELP Coordinator will be responsible for assisting in the development of the ELP program for Northern Health. Once established, the coordinator will oversee the program, including coordinating recruitment, educators, rotations/placements, maintaining resources and databases and the regular evaluation of the program. The coordinator will also work with the discipline educators and Ah leaders in the development and review of this program. This position will ensure that a high-quality program is delivered that is well planned, supported and evaluated. The role will work with the Allied Health Chiefs/Leaders and education/training structures across Northern Health to establish and coordinate the program, explore opportunities for integration/collaboration across NH and to support the clinicians and educators in ELP program.

### All employees:

#### Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza and Covid-19.

## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

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### Leadership

- Liaise the key stakeholders in the development of the NH ELP program
- Coordination of all aspects of the NH MH ELP program, including (but not limited to), the implementation, development and review, coordination of rotations
- Development of content and materials for the program
- Ensuring compliance with administrative tasks associated with the program including maintenance of a database of
- Ensure ELPs have received mandatory training required for their practice setting
- Ensure ELPs provided with additional identified learning opportunities to support placement
- To assist supervisors with structure placements to ensure graded learning opportunities

- To support supervisors provide clear and useful feedback to all ELPs on placement within Northern Health Mental Health division.

**Organisation-Wide Contribution**

- Work collaboratively with colleagues across all Northern Health teams.
- Contribute to the recruitment, appointment, induction, orientation, supervision, support and annual discussion with team staff, as required
- Complete accurate and timely health service data and statistical information as directed, within nominated timelines
- Provision of clinical advice and supervision to other staff of the service
- Participation in supervision, line management, orientation and support to staff of Northern Health Mental Health Division
- Continue to learn through mandatory training and other learning activities.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Take reasonable care for your safety and wellbeing and that of others.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing
- Increase attraction and recruitment of occupational therapists to Northern Health – Mental Health division

**Diversity and Inclusion**

- Ensuring ELPs and supervisors, have relevant information and support to ensure high quality placement and learning opportunities of all.
- Support achievement of Northern Health's Cultural responsiveness plan
- Demonstrate the Northern Health Values

**Innovation and Culture Change**

- Contribute to the ongoing development and maintenance of a therapeutic environment and a collaborative team atmosphere.
- Promote a friendly, respectful and collaborative environment within the Community Team and across the AHMS

## SELECTION CRITERIA

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**Qualifications, Registrations and Qualities**

- An approved degree in Occupational Therapy From a recognised School of Occupational Therapy and Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia  
Or
- Relevant Tertiary qualification and eligibility for registration with the AASW

**Essential**

- 10 years' post-graduation experience in clinical mental health

- Demonstrated experience in designing and delivering learning and development programs in Occupational Therapy, Social Work or Allied Health in the Mental Health setting
- Demonstrated experience in a leadership role
- Demonstrated experience working with large and diverse groups of stakeholders
- Experience in planning and implementing programs to support the professional development needs of health professionals
- Ability to identify the learning needs of individuals through formal and informal processes
- Demonstrated skills and experience in professional supervision; conducting training sessions and facilitating groups in a multidisciplinary context
- Demonstrated ability to evaluate a program and apply outcomes/results to the review and development of the program
- Ability to adapt programs to meet the needs of the workforce and organisational needs
- Able to competently perform in a position with a degree of autonomy and responsibility whilst also contributing effectively as a team member within a multidisciplinary team environment
- Highly developed written and oral communication skills and excellent interpersonal skills
- Ability to work flexibly in a complex large organisation and manage time effectively
- Understanding of and ability to contribute to positive workforce culture, staff wellbeing, and leadership initiatives.

#### Highly Desirable

- A Certificate IV in Training & Assessment, and/or equivalent qualification relevant to workforce education
- Intermediate or higher information technology skills including use of Microsoft suite including of spreadsheet, word processing, presentation and database software and with audio-visual technology
- Familiarity with the use of video conferencing/MS Teams, webinar and other multimedia technologies as an aid to learning is an advantage
- Experience in Project Management/Project Coordination
- Ability to contribute to research

#### Employee Declaration

I  have read, understood and accept the above Position Description.  
(Please print name)

Signature:

Date: