
POSITION TITLE:	Cardiac Rehabilitation Coordinator
RESPONSIBLE TO:	Director Community Services (Program) Director of Clinical & Aged Care Services (Clinical & Professional)
DEPARTMENT:	Community Services
AWARD:	Victorian Health Services (Nurses)
CLASSIFICATION:	As per Award
REPORTS TO:	Manager Community Services (program details) Director of Nursing (Clinical support)
CONTRACT:	Eight hours per week

POSITION STATEMENT

To coordinate and manage the cardiac rehabilitation program that involves patient education, exercise guidance, psychological support, nutritional advice and clinical care post cardiac event.

To promote heart health in the community through screening for risk factors and developing and implementing measures to create community awareness and cultural change to prevent heart disease.

To conduct other better health management groups as required

RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)

- Program coordinator with responsibility for program budget, data collection, evaluation and review
- Conduct induction interviews and develop goal based care plan for managing health issues or nicotine addiction
- Align and integrate care plan with any GP or other relevant ORH care plan
- Detect medical and other problems which become apparent during programs and to refer patients to other health care providers, when required
- Facilitate group discussions on heart disease, risk factors for cardiovascular disease and other medical topics.
- Conduct program participant education for health literacy and self-management
- Conducting exercise sessions and recruiting participants to programs
- attend to and engage patients to participate in the program from the time of their admission to hospital
- provide continuity for patients entering the program after discharge from hospital
- multiskilled and have an overall perspective of patients' problems

QUALIFICATIONS

Registered with the Nurses Board of Victorian as a Division One Registered Nurse.

KNOWLEDGE, SKILLS and ATTRIBUTES

HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values **Excellence, Respect, Integrity, Compassion, Community**
 - All employees of Orbost Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
 - Participate in the annual review and planning process, completing an individual aims and achievements plan in line with the strategic objectives of Orbost Regional Health
 - During the annual aims and achievements discussion review the annual information updates as listed in attachment 2.
 - All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
 - On an annual basis complete mandatory training as per attachment 1.
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ADMINISTRATION

- Be conversant with Orbost Regional Health policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system
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OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
 - Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
 - Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
 - Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.
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QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all Multi Purpose Service activities are in accordance with the
 - National Safety and Quality Health Service Standards (organisation wide)
 - Community Care Common Standards (Home and Community Care)
 - Department of Human Services Standards (Disability and Homelessness Support)
 - Royal Australian College of General Practitioners Standards (Medical Clinic);
 - Diagnostic Imaging Standards (Radiology).
- Actively participate in the Orbost Regional Health quality program and accreditation processes against the above standards.
- Are confidently able to complete a RiskmanQ quality activity.
- Be able to identify risks and follow the Orbost Regional Health Risk Management Policy and procedure.
- Have processes to monitor and evaluate the performance of the services provided by the work area.

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AUTHORITY AND CONDITIONS

- All employees of Orbost Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbost Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

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(Employee Name)

.....
Executive Title

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Signature

.....
Signature

.....
Date

.....
Date

Orbost Regional Health reserves the right to review and amend this document at its discretion.

KEY SELECTION CRITERIA

Essential Criteria

- Registered, or eligible for registration, in the State of Victoria as a Division 1 Nurse
- Post Graduate experience of at least three years in a range of Acute settings
- Sound understanding of health promotion and prevention of cardiac disease
- Willingness to undertake further education in this field if required
- Be confident at patient education
- Understanding of rural health issues relating to nursing
- Ability to work as part of a multidisciplinary team
- Understanding of, and willingness to participate in, discharge planning process
- Strong communication and interpersonal skills
- Have computer literacy
- Understanding of occupational health and safety issues relating to nursing

- Current Police Check, WWC or Working with Aged as relevant
- Drivers Licence

Desirable Criteria

- Cardiac or similar nursing experience or qualifications

Orbost Regional Position Description - Attachment 1

Organisation wide – Mandatory Training

Focus area	Frequency	Classification	Staff	Training Type	Committee Responsible
Emergency Response	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
Manual Handling	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
No Lift	Orientation & Annual	Mandatory	Nursing Staff	Workshop	OH&S
Hand Hygiene	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
Basic Life Support	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Medication Administration General Adult & IV competency	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
Falls Prevention	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
Neonatal Resuscitation	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
Advanced Life Support	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Triage	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
Blood Safe	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
Aseptic Technique	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Learning package & competency assessment	Infection Control

Orbost Regional Health Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

Focus area	Frequency	Classification	Staff	Training Type
Workplace Health, Safety & Wellbeing	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
People & culture	Orientation & Annual	Info Update	All ORH Staff	Workshop
Diversity	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Clinical Governance	Orientation & annual	Info Update	All ORH staff	Manager Discussion
Resource Management	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Risk Management	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Quality Improvement	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Partnering with Consumers	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Performance Reporting and Monitoring	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Patient Rights & Responsibilities	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Emergency management & Business Continuity	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Review & Planning Process	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Environmental sustainability	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion