

**Position Description**

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| Position Title: | Lifestyle / Diversional Therapy Coordinator | | |
| Position Number: | Various | Division: | Euroa Health Inc. |
| Classification: | As per EBA | Responsible To: | Aged Care Manager |
| Mode of Employment*: | | Hours of Employment*: | |
| Agreement: | Euroa Health Inc. Nurses & Health and Allied Services Collective Agreement 2016 | | |

*At commencement of employment, may be varied during employment with mutual agreement between employee and EHI.

Position Summary:

The Lifestyle Coordinator is an integral member of the multidisciplinary team who works to achieve a high standard of evidence based care to the client and significant others for positive treatment outcomes.

They undertake and contribute to the multidisciplinary assessment treatment and discharge planning of clients and assumes accountability and responsibility for his/her own practice based upon his/her level of educational preparation and competence.

All staff of Euroa Health Inc. (EHI) are guided by the organisations values, policies and guidelines and are required to abide by the Australian Nursing and Midwifery Council Scope of Practice, National Competency Standards and Code of Conduct as applicable.

Key Accountabilities:

- Under the direction of a Registered Nurse or Enrolled Nurse, provide care that includes comprehensive client assessment and care planning, in accordance with hospital policy and procedures.
- Assume the delegated responsibility for planning, conducting lifestyle activities and programs for clients both individually or group sessions that will promote their holistic wellbeing.
- Ensure that quality and standards of care are met to achieve appropriate outcomes through effective assessment, care planning, care implementation and documentation.
- Assists in the development of care plans which are goal orientated for each patient.
- Ensure patient confidentiality at all times.
- Design and facilitation of a varied lifestyle program that meets the individual's needs.
- Supervise and assist other members of the Lifestyle team including volunteers in the delivery of programs.
- Liaise with the Aged Care Manager or delegate on stock equipment required for requisitioning for the lifestyle program.
- Maintain clinical records accurately in accordance with organisational guidelines, policies and procedures.
- Recognise changes in the patient's condition take necessary action and document the variation in the plan of care.

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- Have a knowledge and understanding of advanced care planning principles and promote these values.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

Key Selection Criteria:

1. Minimum Certificate IV in Diversional therapy or its equivalent or evidence of working towards the same.
2. Current Level 2 in First Aid
3. Current Victorian Driver’s Licence – proof of this endorsement must be provided before commencement of duty.
4. Current Food Handlers certificate
5. Knowledge and experience in aged care
6. Previous knowledge and experience as a lifestyle/activities/diversional therapy assistant
7. Basic to intermediate computer skills

Key Relationships:

Internal: CEO/Executive Nursing Officer, Aged Care Manager, Lifestyle Assistants, Gilburn Manager and EHI staff.

External: Volunteers, families, carers, clients and other health care providers.

| Key Organisational Requirements | |
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| Best Care at EHI | <p>EHI is committed to “Best Care”, which includes:</p> <ul style="list-style-type: none"> • Achieving the Best Outcomes – Care that is Effective and Safe • Working together to provide the Right Care – Care that is Appropriate and Integrated • For Every Person, Every Time – Care that is Person-centred • Our purpose is to provide a consumer experience that is Personal, Connected and Right and Safe for every person, every time. |
| Quality & Clinical Risk Responsibilities | <p>You are required to understand, apply and implement the organisation’s clinical governance framework and to ensure the provision of high quality health care through continuous improvement. Through:</p> <ul style="list-style-type: none"> • Demonstrating a commitment to best practice, • Taking responsibility for their own practice and sharing responsibility for creating and maintaining systems that provide safe, high quality health care, • Participating in quality improvement activities aimed at improving patient/client outcomes and maintaining accreditation standards, • Being responsible for ensuing familiarity with Health Service-wide and specific Department Policies & Protocols. • Understand the importance of patient safety, clinical risk management and consumer |

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| Key Organisational Requirements | |
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| | <p>participation within the organisation.</p> <ul style="list-style-type: none"> Appreciate the particular risks associated with vulnerable patients/clients e.g. Elderly, persons and children, ensuring commitment to and compliance with relevant obligations. |
| Privacy and Confidentiality | <ul style="list-style-type: none"> Ensure that the affairs of EHI, its patients, clients and staff remain strictly confidential are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of EHI. |
| Workplace Safety Responsibilities | <ul style="list-style-type: none"> Perform role in a safe manner by adhering to EHI Occupational Health and Safety policies, regulations and agreed safe work procedures and report immediately any potential hazards and/or incidents occurring in the workplace. Adhere to infection control policies and procedures and dispose of waste promptly and in accordance to EHI Policies and practices. Adhere to emergency procedures as detailed in the EHI Emergency Procedures Protocol. Ensure compliance with No-lift policies and practices. Preparation, setting up, cleaning up and non-technical maintenance of equipment used; Ensure the welfare and safety of resident when on outings, adhering to organizational policy and protocol at all times. |
| Code of Conduct/ Behaviour/ Professional Practice | <ul style="list-style-type: none"> Demonstrate practice within the Vision, Mission and Values of EHI and where applicable in accordance with the intent and standards prescribed by the relevant professional body, e.g. AHPRA, Australian Nursing and Midwifery Council or other professional association. Assist in establishing and maintaining effective communication systems within the organization and promote and maintain an environment of teamwork and professionalism. Work in accordance with relevant legislation, Standards and Polices (as applicable to role), e.g. Charter of Human Rights, Privacy Act & Principles, Equal Employment Opportunity, Bullying and Harassment, Bereavement and Support Standards for Specialist Palliative Care. Represents EHI in a positive and professional manner and is supportive and fully engaged with the development of students undertaking placement. Communicates and Works Effectively within the Health Environment Demonstrates professional empathy. |
| Education | <ul style="list-style-type: none"> Demonstrate commitment to personal and professional development. Ensure educational opportunities are relevant, practical and timely according to the identified needs of the staff member and the department. Participate in the review of one's own professional development annually, with the department manager, identifying key areas for professional and personal growth. Complete all compulsory education requirements annually as per EHI Policies and procedures. |
| Organisational Expectations | <p>Facilities and Equipment</p> <ul style="list-style-type: none"> Maintain surrounds and equipment used within the role, ensuring that cleanliness and safety are adhered to at all times. |

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Key Organisational Requirements

- Responsible for the reporting of any malfunctioning equipment and /or facility to the appropriate line manager.
- Ensure the safety and economical use of all resources both clinically and organisationally.

Clinical

- Participate in the assessment of residents' leisure and lifestyle needs and the development of resident care plans, in accord with accreditation requirements;
- Assist clients to participate in leisure choices as independently as possible by assessment of client needs and the practical support required, ensuring there are:
 - mechanisms in place to explore reasons for non-participation
 - mechanisms in place to regularly survey clients satisfaction with activities program
- Participate in provision of information to any resident family meetings relevant to the resident and the implementation of outcomes;
- Actively assist in the integration of clients into community options.
- Provide Personal Care and support for clients in activities of daily living while they are involved in Lifestyle Programs;

Administrative

- Reporting and recording client care data in progress notes, completing relevant documentation during and at the conclusion of the shift;
- Coordinate activities requiring use of the mini-bus for resident and client outings.
- Liaise with the Aged Care Manager in the planning of the activities/diversional therapy program
- Liaise with clients, multi-disciplinary team members, volunteers and local community groups to ensure an holistic approach to meeting client's needs;
- Provide ongoing support and direction to volunteers;
- Communicate assessment and plans with relevant team members, through effective and timely documentation.

Manual Handling Risk Rating: Moderate

It is a requirement of this position to complete No Lift Education on commencement and undertake annual competency assessments

Security Check

All employees of Euroa Health are required to obtain a current police check and appointment will be subject to new staff meeting the requirements of Health Service Policy and the relevant legislation prior to commencement of employment.

Endorsement: I have read and understand the requirements of this role.

Employee Signature: _____ Date: _____

Manager: _____ Date: _____

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