



North East Valley Division of General Practice

Position Description

Position Title

Project Officer, Clinical Handover

The program area for this position is Aged Care

Salary

Full time position salary package \$60,000-\$70,000, or pro rata for two part time positions at 0.6 and 0.4.

Enquires to:

Clare Chiminello
Aged Care Program Coordinator
North East Valley Division of General Practice
Ph: 03 9496 4333

Applications addressing key selection criteria to be lodged by COB Monday 17 September by mail, fax or email.

Mail to:

Mr Ken Mansbridge
Chief Executive Officer
NEVDGP
C/- Austin Health
Repatriation Hospital
Locked Bag 1
West Heidelberg, 3081

Fax to: 03 9496 4349; or
Email to: nevdgp@nevdgp.org.au

Timeline

It is expected that interviews will be held in the week of 24 September and that the successful applicant/s will commence as soon as possible.

Conditions of Employment

This is a full time position for up to one year, or two part time positions at 0.6 and 0.4, subject to a three month probationary period. Because of the nature of the position, flexible hours will be negotiated with the successful applicant/s. This position is subject to a Performance Based Contract. Standard ATO rate of reimbursement for work related-travel will apply.

Other relevant information

Divisions of General Practice provide professional and business support to GP members and their practices within geographical catchments, linking general practice to other elements of the health service system. They are funded by the Commonwealth Department of Health and Ageing and are also involved in the rollout of national health initiatives. One such Initiative is the Aged Care GP Panels Initiative.

The North East Valley Division of General Practice (NEVDGP) is one of seven organizations across Australia chosen by the Australian Commission on Quality and Safety in Healthcare to improve the safety of patients by improving 'clinical handover' communication.

This is an exciting position based at NEVDGP, which is located on the site of the Repatriation Hospital, Heidelberg. The successful applicant/s will implement a pilot trial of a clinical handover tool between aged care homes and public hospitals. The tool is the [Transfer to Hospital Envelope](#). The trial is being undertaken with a view to the potential for national applicability of the envelope as a useful clinical handover tool.

The North East Valley Division of General Practice is the lead agency for this project, in partnership with six other Divisions of General Practice. The other Divisions are Inner Eastern Melbourne, Melbourne, North West Melbourne, Northern, Western Melbourne and Westgate. The role will involve working across the seven Divisions of General Practice, 28 aged care homes and five public hospitals. The project worker/s will be allocated a combined total of 1.0 EFT.

As the region the project encompasses large, the position may be divided on a geographical basis between two project officers at 0.6 and 0.4. If so, the two project officers will work collaboratively in some areas of the project such as policy and procedure development and evaluation. The hospitals involved are the Austin, St Vincent's, Royal Melbourne, Northern, and Western Hospitals. The work will involve liaison with aged care program coordinators in the seven Divisions, Directors of Nursing of aged care homes, and Emergency Department staff in public hospitals. The Divisions already have established relationships with the aged care homes as part of the Aged Care GP Panels Initiative, and the hospitals have already agreed to participate in the project.

Accountability and Reporting

The Program Officer:

- is *accountable to* the Board, via the Chief Executive Officer
- *reports to* the Chief Executive Officer and the NEVDGP Aged Care Management Team, as required
- will *liaise with* the project clinical adviser, Division aged care program coordinators, project reference group, project working group, aged care home Directors of Nursing, hospital staff and other stakeholders as required.

Duties

Duties will include:

- identifying current practices for transfer of clinical information from the pilot aged care homes to hospitals
- developing a generic a policy, and procedures to imbed the use of a clinical handover tool, the Transfer to Hospital envelope, into practice
- developing an audit tool for use in aged care homes and hospitals
- liaising with hospitals to promote awareness of the tool
- developing a policy for monitoring/auditing resident transfers to hospital Emergency Departments, and use of the tool
- regular review and monitoring
- evaluation and regular reporting to the funding body.

Selection criteria

1. understanding the public health system, general practice and aged care
2. demonstrated understanding of chronic and complex care issues, gained in clinical or project experience
3. demonstrated experience in project management encompassing planning, design, coordination, implementation and evaluation
4. demonstrated initiative including generating and developing new ideas and being proactive
5. strong planning and organizational skills
6. competence in MS Office Suite – Word, Excel, Access, and PowerPoint
7. excellent written and interpersonal skills
8. demonstrated ability to work with minimal supervision as well as contribute to a supportive and effective team environment.

Desirable

Experience in some or all of:

- the aged care sector
- the acute sector
- nursing
- project management.

A current Victorian driver's license and own car are essential.

Related Links

[North East Valley Division of General Practice](#)
[Australian Commission on Safety and Quality in Health Care](#)
[Department of Health and Ageing Aged Care GP Panels Initiative](#)