 <b>your</b> COMMUNITY HEALTH	Your Community Health	Approval Date: December 2021
	<b>GPRC Clinical Lead</b>	Review Date: June 2022
		Page 1 of 7
Related Policy: Recruitment and Selection		
Authorised by: Chief Executive Officer		

## 1.0 POSITION SUMMARY

### 1.1 POSITION TITLE

### **GPRC Clinical Lead**

### 1.2 TEAM(S)

Medical Services  
General Practice Respiratory Clinic (GPRC)

### 1.3 PROGRAM

Medical Services

### 1.4 ACCOUNTABLE TO

Manager Medical Services

### 1.5 RESPONSIBLE FOR

Operational management of GPRC Team and Clinical oversight of GPRC program and staff (within Scope of Practice) and portfolios of:

- Care pathways, access and referral
- Infection prevention & control

### 1.6 ENTERPRISE AGREEMENT

Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020

### 1.7 CLASSIFICATION

**Community Health Nurse** - grade and classification commensurate with skills and experience

### 1.8 COST CENTRE

### 1.9 SUPERANNUATION

As per the Superannuation Guarantee Act

### 1.10 SALARY PACKAGING


In accordance with Your Community Health Policy

### 1.11 EMPLOYMENT CHECKS

Employment is contingent on a satisfactory Police Records Check and valid Working with Children Check

### 1.12 PRE-EXISTING INJURY/ ILLNESS

Applicants who are not currently employed by Your Community Health are required to fill out a Pre-existing Illness/ Injury Declaration Form.

	Your Community Health	Approval Date: December 2021
	<b>GPRC Clinical Lead</b>	Review Date: June 2022
		Page 2 of 7
Related Policy: Recruitment and Selection		
Authorised by: Chief Executive Officer		

### 1.13 POSITION PURPOSE

YCH has been supporting the state's COVID response across a range of initiatives including High Risk Accommodation Response (HRAR), COVID +ve Care Pathway program, COVID testing and COVID vaccinations through our General Practice and our community based vaccination team. YCH is working very closely with DFFH, DoH, NWMPHN, Austin Health and local partners to deliver these critical supports into the community during the COVID-19 Pandemic. Our response includes prevention, preparedness, outbreak response management and vaccination program management.

YCH is establishing a General Practice respiratory Clinic at our East Reservoir site. The service is state/NWMPHN funded and recognizes the critical role of primary care can play in supporting people to access respiratory assessments and COVID-19 testing and care close to where they live and reducing demand on hospitals, including presentations to emergency departments (EDs) for respiratory-type symptoms.


The GPRC will support people of all ages with respiratory symptoms to access a comprehensive respiratory assessment (including COVID-19 testing) and receive immediate support in management of their illness. Services will be available to those with or without a Medicare card, at no cost to the patient, with the facility open after hours

The Clinical Lead will be responsible for assisting the setup of the new service, including logistics, workforce planning and equipment, as well as providing both clinical and non-clinical frontline support to clients, visitors and staff. It involves providing leadership to direct reports and is responsible for ensuring clinical aspects of the GPRC runs seamlessly and staff and client safety is ensured. The role will work closely with General practice staff, COVID response staff, engagement staff who undertake initial relationship development and social and welfare needs assessment and may refer clients to the clinic or seek advice about referral.

The Clinical Lead will be responsible for program reporting and to lead effective and collaborative communication and relationship building with key partners such as NWMPHN, Austin Health and other community health organizations and general practices

The role of the Clinical lead also includes COVID prevention and preparedness, delivery of health services including COVID testing, vaccination, proactive contact management, active case management and proactive case finding, and case planning and referral and support the COVID +ve Care Pathway program.

This position is available fulltime and involves oversight and participation in assertive outreach and working in community settings. Some weekend work may be required and penalty rates will apply.

	Your Community Health	Approval Date: December 2021
	<b>GPRC Clinical Lead</b>	Review Date: June 2022
		Page 3 of 7
Related Policy: Recruitment and Selection		
Authorised by: Chief Executive Officer		

## 2.0 OUR ORGANISATION:

Your Community Health is a quality accredited independent community health service with its own Board of Directors. It provides a wide range of allied health, medical, social support and health promotion services operating across seven Local Government Areas (LGAs) of northern Melbourne: predominantly in Darebin but also in Banyule, Moreland, Yarra, Hume, Nillumbik and Whittlesea, often in partnership with other services.

There are three Your Community Health service sites:

- ♣ East Reservoir (125 Blake Street, East Reservoir)
- ♣ Northcote (42 Separation Street, Northcote)
- ♣ Panch (300 Bell Street, Preston)

Staff may be required to work at any site and in an outreach capacity.

### Purpose

We enable health, wellbeing and dignity for all people in the northern Melbourne by providing responsive and accessible services.

### Our organisational values

#### Courage

- We are progressive
- We are creative and resourceful
- We challenge the status quo for the benefit of our communities

#### Empathy


- We are caring and inclusive
- We celebrate and value diversity
- We work collaboratively and respectfully

#### Integrity

- We are ethical, honest, reliable and fair
- We listen and are accountable to our communities
- We earn and build trust

#### Achievement

- We are outcomes-focused
- We are adaptable and always learning
- We continuously improve


	Your Community Health	Approval Date: December 2021
	<b>GPRC Clinical Lead</b>	Review Date: June 2022
		Page 4 of 7
Related Policy: Recruitment and Selection		
Authorised by: Chief Executive Officer		

### 3.0 POSITION DETAILS

#### 3.1 ROLE AND DUTIES

##### Clinical

- Perform clinical duties within the required scope of practice and with clinical competency according to the best available evidence. Explain procedures to patients, providing them with support and reassurance.
- Maintain clinical documentation.
- Participate in multi-disciplinary clinical case conferences.
- Develop and oversee COVIDSafe plans for Program activities and sites.
- Support clinical monitoring by GPs of service clients.
- Support the social and clinical assessment and monitoring of COVID-positive clients
- Monitor incoming pathology reports and contact all clients with support and advice
- Provide clinical leadership and oversight for the setup, planning and delivery of the service
- Oversight of COVIDSafe Operating Procedures Manual for the GPRC and associated services
- As Clinical Lead, this role is responsible for the oversight of Infection Control and PPE for the GPRC and associated services.
- Perform duties within operational guidelines, policies, procedures and their individual scope of practice
- Assist with triage, data management, diagnostic services, networking with other providers, planning and management of patient care and advocacy.
- Conduct preventative screening procedures, assist with patient education and community health promotion activities.
- As Clinical Lead, this role is responsible for the rostering and line-management of the GPRC workforce including General Practitioners, Nursing and Allied Health; supported by the Manager Medical Services

	Your Community Health	Approval Date: December 2021
	<b>GPRC Clinical Lead</b>	Review Date: June 2022
		Page 5 of 7
Related Policy: Recruitment and Selection		
Authorised by: Chief Executive Officer		

### Quality Management

- Maintain a working knowledge of current and new relevant legislation ensuring compliance with all statutory and regulatory obligations including:
  - Infection control
  - Sterilisation
  - Hazardous materials, safe handling and disposal of hazardous waste
  - Records management
  - Occupational health and safety
  - Medication management
  - Accreditation
- Maintain staff, volunteer and client confidentiality at all times.
  - Support the provision of services that are safe and high quality.
  - Support other members of the CCST team to deliver services in line with appropriate infection prevention and control guidelines.

### Professionalism

- Work to the Your Community Health code of conduct and open disclosure, and appropriate level of clinical competence at all times.
- Ensure compliance with QI and CPD requirements appropriate to the position.
- Maintain awareness and current evidence and research on clinical practice and within COVID work, and inform/educate other clinical staff.
- Alter or modify systems and procedures to ensure compliance after discussion with Management.

### Health Promotion


- Work with our community to increase their capacity to make choices that enhance their health and wellbeing.

### Service Development

- Continuously improve the accessibility, range and level of services delivered.

### Partnerships

- Work in partnership with the community, clients and staff to achieve our vision.
- Work with key partners and agencies including Austin Health, Banyule Community Health, Merri Outreach and Support Services (MOSS and City of Darebin).

	Your Community Health	Approval Date: December 2021
	<b>GPRC Clinical Lead</b>	Review Date: June 2022
		Page 6 of 7
Related Policy: Recruitment and Selection		
Authorised by: Chief Executive Officer		

### Organisational Sustainability

- Ensure a safe workplace for clients, visitors and staff.
- Work in accordance with Your Community Health Policies and Procedures including occupational health and safety.
- Maintain all data collection necessary to report on the nursing role to internal and external stakeholders.
- Participate in relevant team meetings and staff development activities.
- Perform other related duties as required.


## 3.2 KEY SELECTION CRITERIA

### Qualifications

- Current Registration with AHPRA as a Registered Nurse (Div 1). Post graduate qualifications in management, leadership or public health desirable but not essential

### Experience Knowledge and Skills

- Well-developed clinical skills and demonstrated ability to respond to changing clinical needs, including previous clinical leadership and experience
- Well-developed clinical assessment skills and care of the deteriorating patient.
- Experience in respiratory medicine, such as respiratory inpatient/outpatient care, Pulmonary rehab, emergency department, chronic disease management services
- Experience in caring for patients with COVID -19 or willingness to learn
- Knowledge of all aspects of COVID -19 or willingness to learn
- Project Management Experience
- Experience working with multi-disciplinary teams
- Excellent negotiation skills and a can-do attitude
- Willingness to work flexibly and responsibly in a dynamic, changing environment
- Proven skills in a fast past team environment
- Strong verbal and written communication
- Demonstrated reliability and productivity in a challenging role
- Understanding client needs and providing excellent patient care and service.
- Experience working with vulnerable and diverse communities
- Minimum of one year's nursing experience in a community-based role is desired

	Your Community Health	Approval Date: December 2021
	<b>GPRC Clinical Lead</b>	Review Date: June 2022
		Page 7 of 7
Related Policy: Recruitment and Selection		
Authorised by: Chief Executive Officer		

### Competencies

- Demonstrated knowledge and experience working in a community setting.
- Excellent interpersonal and communication skills including problem solving.
- Ability to prioritize, organize and lead calmly through clinical emergency and uncertainty.
- Ability to show initiative, independent thinking and develop systems that increase efficiency and effectiveness of operations.
- Demonstrated experience in working with a range of communities including clients from refugee backgrounds within a community setting.
- Demonstrated experience in working with interpreters.
- Demonstrated experience in health promotion program planning, delivery and evaluation. Knowledge and commitment to community health principles.
- Ability to work as part of a multi-disciplinary team.
- Highly developed oral and written communication skills and the ability to liaise with a range of service providers including GPs.

### Other

- Current Victorian Drivers Licence
- Satisfactory National Police Records check, valid Working with Children Check
- COVID-19 Vaccination is mandatory for this role

## 4.0 GENERAL

- The successful applicant is required to provide evidence of eligibility to work in Australia.
- Management, in consultation with the staff member, reserves the right to modify this position description when required.
- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988

**PD Created: Dec 2021**

<b>Agreement</b>	
<i>I have read, understand and accept the role as outlined in this position description.</i>	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>