

Position Title:	Residential Coordinator
Department:	Finance
Reporting to:	Chief Financial Officer
Classification / Code:	EEN/RN - dependent on skills and experience
Award Coverage:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
Pay Rate & Hours of Work:	As per contract

Beaufort & Skipton Health Service

Vision

To be a vibrant provider of care.

Mission

To enable all people in our community to be connected, healthy and live well.

Values

Teamwork, Compassion, Accountability, Respect, Excellence

Beaufort and Skipton Health Service

Beaufort and Skipton Health Service is a small rural health service that was formed on 1 October 1996 following the amalgamation of the Ripon Peace Memorial Hospital and the Skipton and District Memorial Hospital.

The Health Service provides Urgent Care, Primary Care, Acute Inpatient, Residential Aged Care (Nursing Home and Hostel level care), and a Transition Care Program (TCP). Community and Allied health and home based services include District Nursing, Home Care Packages, Respite, Health Promotion, Diabetes Education and a large range of support programs.

Medical Clinical operates at Skipton along with specialist services that are available. Beaufort and Skipton Health Service serves nearly 6,000 people in Beaufort, Skipton and the surrounding area.

1. Purpose of Position

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2. Key Responsibilities

Personal & Professional Development

- Demonstrate a positive attitude to the role and responsibility of the position.
- Maintain and update own professional development portfolio to demonstrate ongoing commitment to learning and best practice.
- Promote a culture in which staff understand that they are responsible for completing documentation accurately and within specified timeframes.

- Attend external training, workshops and industry seminars to ensure AN-ACC knowledge is current and contemporary.

Customer Service

- Liaise and collaborate with all relevant stakeholder, such as residents, families, staff, GPs, allied health and external service providers to ensure AN-ACC claims are maximised.
- Support the NUMs and Registered Nurses with the completion and tracking of AN-ACC assessments.
- Reporting of outcomes to relevant committees and stakeholder groups.

Administration & Documentation

- Negotiate contracts with residents and support persons to ensure clear agreement is made on admission to aged care facilities.
- Manage the wait-list for prospective admissions and respite
- Liaise with NUMs to ensure appropriate clinical capacity for prospective residents
- Responsible for ensuring AN-ACC claims evidence is complete, accurate and meets validation and legislative requirements.
- Establish consistent systems for completing and tracking of AN-ACC across both campuses.
- Ensure systems meet compliance and legislative requirements
- Identify opportunities to maximise AN-ACC funding for individual residents when care needs change in consultation with relevant clinical staff. Ensure appropriate documentation to support same.
- Analyse AN-ACC claiming performance across the health service and identify and action areas for improvement to ensure funding is maximised.
- Demonstrate that clinical audits with highlighted gaps have quality improvement plans to correct unacceptable findings.

Technical Skills & Application

- Assist in the planning and coordination of AN-ACC processes, and ensure AN-ACC submissions are accurate, appropriate and timely.
- Ensure all AN-ACC funding opportunities are identified and maximised.
- Ensure AN-ACC claims are submitted within legislative timeframes.
- Use available reporting tools, extract, analyse and present data to meet the health services requirements.
- Critically analyse aged care processes in relation to the AN-ACC business function that doesn't meet business targets.

Teamwork & Communication

- Work collaboratively with NUMs to identify key elements and issues within the revenue stream that requires investigation and intervention.
- Provide a leadership model of approach to AN-ACC claiming and management
- Demonstrate a collaborative approach to resident care management through support and upskilling for relevant staff.

Quality / Safety & Risk Management

- Ensure any access to health information is in accordance with BSHS Privacy and Confidentiality Policy and the Health Records Act.
- Adherence to all BSHS infection control policies and procedures.
- Evidence of responsibility to observing and practising OH&S policies and procedures.
- Participation in all mandatory competency training and evidence of understanding of mandatory competencies.

BSHS Accountabilities:

- Compliance with all BSHS Policies and Procedures.
- At all times practices works within the vision, mission and values of Beaufort and Skipton Health Service.
- Adherence to infection control policies and procedures as identified in the Beaufort and Skipton Health Services Infection Control Manuals.
- Participation in the BSHS risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- Ensures that the affairs of Beaufort and Skipton Health Service, its patients, consumers (residents), clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by Law. Such confidentiality will extend to the commercial and financial activities of Beaufort and Skipton Health Service.
- At BSHS we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagements amongst BSHS employees.
- BSHS is committed to a patient/client centred approach in the provision of health care and services, consistent with the BSHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues

3. Key Selection Criteria/Key Selection Criteria

- EN/RN Registered with APHRA and hold a current Practising Certificate
- Minimum of three years post graduate experience
- High level knowledge of AN-ACC, aged care systems and care plans (or desire to learn)
- Excellent Communication and negotiation skills
- Business and financial acumen
- Experience of middle management in a health care environment (desirable)
- Experience in a similar role (desirable)

4. Other Relevant Information

I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that:

- Appointment is subject to a satisfactory Staff Immunisation clearance, a satisfactory current Police Record Check and current Working with Children Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Where additional training and support is required to fulfil extra or other duties of a similar level of responsibility, it will be provided within the guidelines of the organisation.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager within your probation period from your commencement date and per annum. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

EMPLOYEE SIGN:	
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POSITION DESCRIPTION

ISSUED:	
REVIEWED:	