

Position Description

Position:	Shared Care Plan Coordinator
Location:	Dunedin/Invercargill
FTE	1.0 FTE
Reports To:	Director of Nursing

Overview

WellSouth Primary Health Network has responsibility for the provision of primary health services to approximately 300,000 enrolled patients in Otago and Southland, and contracts with Southern DHB and a number of other health funders. WellSouth is constituted as a charitable trust with a Board of 10 Trustees.

WellSouth works with health care clinicians, health care providers, Iwi and local communities to:

- Coordinate the delivery of regionally consistent high value primary care health services care across Otago and Southland that deliver real benefits to patients and the community through a range of evidence based and clinically proven health programmes.
- Improve access to primary health care for the community.
- Encourage people to take responsibility for their own health.

WellSouth has offices in Alexandra, Invercargill and Dunedin.

Position Purpose

The Shared Care Plan Coordinator will support the implementation of Shared Care Planning within the Southern Health System. To provide leadership and coordination to strengthen and improve systems and processes for electronic use of personalized care plans, acute plans and advance care plans.

Relationships

Internal Relationships:

Senior Management Team
WellSouth staff

External Relationships:

Primary care Practices

Position Description

GPs and Practice Nurses
Southern DHB
Hospital, Community Services, Allied Health Teams
Community Providers
Aged Residential Care
Rural Hospitals
Rural Providers
ACC
St John Ambulance
NGO's
South Island Alliance

Treaty of Waitangi

WellSouth is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.

Health and Safety

WellSouth is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organization. As an employee of WellSouth, the health and safety of clients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programs in your area. It is expected that you will report all accidents or potential hazards to your manager.

Position Specific Objectives:

To implement and develop sustainable processes to support the implementation of Shared Care Planning in the Southern Health System.

To work within the WellSouth Long Term Conditions Team and provide support with the CLIC programme implementation and delivery within General Practice.

To build capacity and capability in the area of care planning and care coordination in the Southern Health System.

This role will work closely with GP Practices and be employed by the WellSouth PHN. However, the work will be guided by the Southern Implementation Group.

Apply project and change management expertise to lead and implement electronic shared care planning activities and training within identified community settings, primary care and secondary care services.

Liaise with national and regional care planning groups and processes.

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Location:

This position is based in the WellSouth Office. However, significant periods of time will be spent outside the office working in a variety of settings, predominantly in the rural areas, but may include any area within Southern District catchment.

Area of Responsibility	Performance Measures
<p>BUSINESS PLANNING AND SERVICE DELIVERY</p> <p>Lead, plan and implement efficient and effective service delivery processes</p>	<ul style="list-style-type: none"> ▪ Lead and facilitate service activity and strategic planning for assigned services in conjunction with the Director of Nursing. ▪ Build and maintain effective relationships and communication mechanisms with service staff, associated clinical and support services, and external agencies as applicable. ▪ Ensure adherence to the WellSouth delegations of authority across the services. ▪ Implement WellSouth wide policies and processes. ▪ Effectively utilise WellSouth information systems and data for analysis of service delivery activities, development of service initiatives and reports.
<p>KEY RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Working across secondary, primary and the community sectors to develop consistent pathways to ensure quality shared care plans are developed • Provide leadership around care planning activities, and developments • Regular liaison with stakeholders with regards to Shared Care Planning and clinical audit results • Uses reflection to analyse & clarify direction for ongoing practice and service development. • Monitor and audit shared care plans in Health Connect South and provide feedback to clinicians
<p>PROFESSIONAL RELATIONSHIPS</p>	<ul style="list-style-type: none"> • Work in partnership with stakeholders across the district. • Develop and implement communication plans and key messages for stakeholders as required. • Liaising with key stakeholders to identify gaps. • Promote the value and benefits of electronic shared care planning

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REPORTING	<ul style="list-style-type: none"> • Manage the key reporting requirements to key stakeholder groups
INFORMATION TECHNOLOGY	<ul style="list-style-type: none"> • Demonstrate ability to access and use available clinical information systems • Have experience with IT applications required for role • Maintain own professional development by attending relevant IT educational programmes.
Perform such other duties as may be reasonably required	<ul style="list-style-type: none"> • Carries out duties as directed in an efficient and productive manner. • Demonstrates individual responsibility and maintains accountability to own work practice.

Personal Qualities, Qualifications and Experience

Education	<ul style="list-style-type: none"> • Registered Health Professional • Possesses a current Practising Certificate. • Possesses a current driver's licence.
Experience & Knowledge	<ul style="list-style-type: none"> • Minimum of 3-4 years recent relevant experience • Experience in teaching/mentoring • Experience in undertaking clinical audits • Cultural awareness and understanding of the implications of the Treaty of Waitangi
Specific Skills & Personal Qualities	<ul style="list-style-type: none"> • High standard of professional practice. • Has an ability to work closely with others to achieve professional and service goals. • Is able to work autonomously and as a member of a team. • Recognises and addresses cultural differences. • Networking skills. • Ability to educate others informally (e.g. families), and formally (e.g. students).

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	<ul style="list-style-type: none">• Demonstrated commitment to ongoing professional development.• High degree of initiative and motivation.• Good organisational and interpersonal skills.• Ability to communicate effectively, orally and in writing.• Ability to make difficult decisions under pressure.• Is resilient under stress and have strategies for dealing effectively with stress.• Computer skills preferably with knowledge of Medtech and other Patient Management Systems• Ability to read, interpret and work with reports, data and statistics• Ability to establish and maintain key linkages within the community• Energetic and motivated, demonstrating flair and initiative
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