






## POSITION DESCRIPTION

# SCHN - Aboriginal Safe Pathway Project Lead

  Collaboration  Openness  Respect  Empowerment	
Organisation	NSW Health
Local Health District / Agency	The Sydney Children's Hospitals Network
Position Classification	Health Mgr Lvl 2
State Award	Health Managers (State) Award
Category	Project Management   Project Manager
Website	<a href="http://www.schn.health.nsw.gov.au">www.schn.health.nsw.gov.au</a>

## PRIMARY PURPOSE

The Aboriginal Safe Pathways Project Lead will work collaboratively with patients, carers and multi-disciplinary health care teams to ensure flexible, holistic and culturally sensitive health services are provided to Aboriginal and Torres Strait Islander children who have sustained a burn injury and their family who have been admitted to the burn services at Westmead Children's Hospital.

The Aboriginal Safe Pathways Project Lead, The Children's Hospital at Westmead burn service team members and families will work in partnership to develop a specific patient-centred discharge and follow-up planning service. The project aims to develop a model of care that will be integrated in the burns service and will enhance health care for Aboriginal and Torres Strait Islander children and their families.

The Safe Pathways Project will work closely and build genuine relationships with families and health workers in the burns services to plan the child's discharge and ongoing burn care.

The Aboriginal Safe Pathways Project Lead will assist family members with health and wellbeing through assisting family and health services to connect. The role is to connect relevant community health services with specialists in the burn service should the community health services require additional training in provision of ongoing burn care and advice.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## ESSENTIAL CRITERIA

Vaccination Category - A WWCC - Yes

### Work Health and Safety:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing

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## KEY ACCOUNTABILITIES

- Work as part of a multi-disciplinary health care team to ensure culturally safe pathway from admission to aftercare by supporting the treating team and the Aboriginal and Torres Strait Islander patients and their families who attend the burns services at Westmead Children's hospital.
- Support the coordination of care for Aboriginal children and their families to ensure there is appropriate access to hospital and community based burns services
- Participate in regular family meetings and/or case conferences with the Burns team or other multidisciplinary teams involved in patient/family care.
- Assist the Burns team to identify and meet the goals of care of Aboriginal families, and ensure care is delivered in a culturally sensitive and appropriate way.
- Build linkages and partnerships with primary health care providers and psychosocial support services, to best meet the needs of Aboriginal and Torres Strait Islander children and their families following burn injury.
- Build partnerships and understanding of local, state-wide and Australia-wide Aboriginal communities health services to understand the implications for burn aftercare health delivery.
- Develop and manage a registry of Aboriginal health organisations in NSW that will assist with discharge planning for the child's aftercare and follow up needs.
- Advocate for and support culturally respectful and inclusive communication with patients, families and clinical teams.
- Promote information to clinical staff on Aboriginal health workers and health care issues.
- Contribute to the development of information resources relevant to Aboriginal and Torres Strait Islander families.
- Actively contribute to addressing the SCHN Aboriginal Health Strategic Plan: 2018 – 2021.
- Engage Aboriginal and Torres Strait Islander children and families in the burn services to actively participate in the Safe Pathways project.
- Engage and explain the Safe Pathways project to the family, so informed consent can be given by families.
- Ensure appropriate documentation is entered into the child's electronic medical record to facilitate improved clinical communication across the team/s involved in child/ family care.
- Review of medical records (such as evidence of discharge planning, discharge summary, attendance at ongoing appointments, evidence of consideration of factors that enhance access to ongoing care such as provision of transport and communication with community health service).
- Demonstrated understanding of the diverse range of Aboriginal and Torres Strait Islander cultures and experiences of accessing health services.

## KEY CHALLENGES

- Working in close collaboration with diverse health clinicians, a number of key stakeholders and Aboriginal and Torres Strait Islander people will require excellent communication skills and professionalism. The position holder will be expected to be flexible and may be required to assume a variety of tasks that require prioritisation and a coordinated approach to meet the needs of Aboriginal and Torres Strait Islander children, young people and their families.
- Balancing limited resources to meet high volume workloads and competing consumer needs and expectations while still achieving positive outcomes
- Time management and prioritisation of a diverse range of issues and work demands from a number of sources

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## KEY RELATIONSHIPS

Who	Why
SCHN Deputy Director, Aboriginal Health	Line management. The Deputy Director of Aboriginal Health will provide operational and cultural leadership as well as mentoring to this role. The Deputy Director will work with the Project Lead, and in collaboration with the George Institute to ensure implementation and progression of the project at SCHN.
Clubbe Ward and Burns Unit Social Work Department	Collaborative work in clinical discussions, including pathways and culturally appropriate care and training Provide support and debriefing to Aboriginal Health Workers
The George Institute - Safe Pathways Lead	Attend relevant programs to ensure SCHN is participating in state-wide Aboriginal Health policy and program development. Will work collaboratively with the Project Lead and Deputy Director of Aboriginal Health in monitoring progress and implementation of the project at SCHN.
Local Health District Aboriginal Health Managers Aboriginal Medical Services, GP's and Aboriginal Health Community Controlled Organisations (AHCCO's) across NSW and Australia	Maintain strong networks and work in collaboration to good pathways following discharge from SCHN Work in consultation and to facilitate integration of tertiary and primary health services Aboriginal Community Members are key partners to provide seamless support between the tertiary hospital and local, NSW and interstate community supports

## SELECTION CRITERIA

1. This is an identified Aboriginal position. Therefore, applicants must be of Aboriginal and/or Torres Strait Islander descent and identify and be accepted as such in their local communities. SCHN considers that being Aboriginal is a genuine occupational qualification under Section 14d of the Anti-Discrimination Act 1977 Relevant tertiary qualifications in a health-related discipline or equivalent work experience or a combination of study and work experience.
2. Sound knowledge of health, social and cultural issues affecting Aboriginal people, families and communities and demonstrated understanding of the social determinants of health and the impact of health systems on equity and outcomes
3. Highly developed interpersonal and communication skills and demonstrated high level written and presentation skills including experience in policy development and research
4. Demonstrated high level negotiation and facilitation skills, community engagement skills, commitment to organisational change, and ability to develop and maintain effective working relationships with senior management and other key stakeholders
5. Proven ability to deliver improvement and innovation in the delivery of healthcare to Aboriginal populations using project management and problem-solving skills
6. Demonstrated ability to understand and use data to drive better patient outcomes for Aboriginal populations
7. Sound knowledge of the NSW Health System, strategic directions and organisational culture of Local Health Districts and hospitals.

## OTHER REQUIREMENTS

- Understand and practice person centred care.

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- Work in partnership with consumers on improving and evaluating the delivery of services.
- Actively participate in quality improvement activities.
- Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.
- Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.
- Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.

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### Job Demands for: SCHN - Aboriginal Safe Pathway Project Lead

Physical Demands	
<b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials  Infrequent	<b>Sitting</b> - remaining in a seated position to perform tasks  Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks  Frequent	<b>Walking</b> - floor type: even/uneven/slippy, indoors/outdoors, slopes  Frequent
<b>Running</b> - floor type: even/uneven/slippy, indoors/outdoors, slopes  Occasional	<b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks  Occasional
<b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks  Occasional	<b>Kneeling</b> - remaining in a kneeling posture to perform tasks  Occasional
<b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks  Occasional	<b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery  Occasional

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<b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps  Occasional	<b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)  Frequent
<b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)  Occasional	<b>Lifting/Carrying</b> - heavy lifting and carrying (16kg and above)  Not Applicable
<b>Reaching</b> - arms fully extended forward or raised above shoulder  Occasional	<b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body  Occasional
<b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)  Frequent	<b>Hand and Arm Movements</b> - repetitive movements of hands and arms  Frequent
<b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands  Frequent	<b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work  Infrequent
<b>Driving</b> - Operating any motor powered vehicle  Occasional	

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### Sensory Demands

<p><b>Sight</b> - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Frequent</p>	<p><b>Hearing</b> - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Frequent</p>
<p><b>Smell</b> - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Occasional</p>	<p><b>Taste</b> - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p><b>Touch</b> - use of touch is an integral part of work performance</p> <p>Frequent</p>	

### Psychosocial Demands

<p><b>Distressed People</b> - e.g. emergency or grief situations</p> <p>Occasional</p>	<p><b>Aggressive and Uncooperative People</b> - e.g. drug/alcohol, dementia, mental illness</p> <p>Occasional</p>
<p><b>Unpredictable People</b> - e.g. dementia, mental illness, head injuries</p> <p>Occasional</p>	<p><b>Restraining</b> - involvement in physical containment of patients/clients</p> <p>Occasional</p>

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**Exposure to Distressing Situations** - e.g. child abuse, viewing dead/mutilated bodies

Occasional

### Environmental Demands

**Dust** - exposure to atmospheric dust

Occasional

**Gases** - working with explosive or flammable gases requiring precautionary measures

Not Applicable

**Fumes** - exposure to noxious or toxic fumes

Not Applicable

**Liquids** - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE

Not Applicable

**Hazardous Substances** - e.g. dry chemicals, glues

Not Applicable

**Noise** - environmental/background noise necessitates people raise their voice to be heard

Occasional

**Inadequate Lighting** - risk of trips, falls or eyestrain

Occasional

**Sunlight** - risk of sunburn exists from spending more than 10 minutes per day in sunlight

Not Applicable

**Extreme Temperatures** - environmental temperatures are less than 15°C or more than 35°C

Not Applicable

**Confined Spaces** - areas where only one egress (escape route) exists

Occasional



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<b>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</b>  Occasional	<b>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</b>  Occasional
<b>Working At Heights -</b> ladders/stepladders/scaffolding are required to perform tasks  Not Applicable	<b>Biological Hazards -</b> exposure to body fluids, bacteria, infectious diseases  Occasional