



Position:	Lead AgriSafe™ Clinician at the National Centre for Farmer Health
Reports To:	Director, National Centre for Farmer Health
Award:	Nurses & Midwives (Victorian Public Sector) Enterprise Agreement
Minimum Qualifications:	Registered Nurse Div 1, Registered with AHPRA Completion of postgraduate Agricultural Health & Medicine unit HMF701 with a minimum grade of distinction Driver's license

ORGANISATIONAL MISSION, VISION AND VALUES:

Our Mission

To support our community's physical, mental and social wellbeing by:

- Providing high quality and innovative services;
- Building enduring partnerships; and
- Delivering customer service excellence.

Our Vision

Creating healthier communities

Our Values

Integrity

- We will be open and honest and will do the right thing for the right reason.

Innovation

- We will be an industry leader by breaking new ground and improving the way things are done.

Collaboration

- We will actively work together in teams and partnerships.

Accountability

- We will take personal responsibility for our decisions and actions.

Respect

- We will value all peoples' opinions and contributions.

Empathy

- We will endeavour to understand other peoples' feelings and perspectives.

The National Centre for Farmer Health is a partnership between Western District Health Service and Deakin University through the School of Medicine and is based at Western District Health Service in Hamilton, Victoria.

The Centre brings together university research, service delivery, government and education by focusing on these five key areas:

- Professional training and education – providing undergraduate, postgraduate and continuing education for health professionals, including GPs, nurses, allied health practitioners, vets, agronomists and associated primary industry personnel.



- Research and development – to facilitate research that makes a difference to farmers’ lives.
- Reputation and Reach – to be recognised for excellence nationally and internationally
- Business Development and Industry Engagement – to maximise our endeavours to provide value.
- Governance – commitment to working together with health services, universities, government and farmers to grow the NCFH.

The vision of National Centre for Farmer Health is “making a difference to farmers’ lives”. This is achieved by strengthening the human and rural service workforce through prevention and early identification of diseases associated with farming and their risk factors, development of timely, appropriate and effective interventions.

PRIMARY OBJECTIVES:

The Lead AgriSafe™ Clinician will:

- Plan, oversee, deliver and coordinate the NCFH AgriSafe™ program, including occupational health screening, delivery of education and information programs.
- Develop policies, procedures and education materials for health professionals, farm men and women, agricultural workers, students and the public in line with NCFH style guide.
- Lead and grow the AgriSafe™ Affiliate network, including facilitating quarterly AgriSafe™ Clinician professional development meetings in collaboration with other NCFH staff.
- Develop and deliver NCFH educational programs and training material for farmers, agricultural workers, tertiary and secondary school students and health professionals.
- Represent the NCFH at public and industry forums and where relevant undertake speaking engagements that champion farmer health and promote the NCFH vision and strategic direction.
- Be a productive and cooperative member of the staff of the National Centre Farmer Health in delivering the centre’s mission.

DUTIES AND RESPONSIBILITIES:

- Ensure that the AgriSafe™ objectives are attained by coordinating clinical activities and evaluations.
- Plan, implement, and mentor other AgriSafe™ Clinicians to ensure that the AgriSafe™ goals and objectives are attained in accordance with professional standards.
- Coordinate clinical assessments in accordance with the AgriSafe™ Operations Manual on a regular basis.
- Ensure accurate maintenance of the AgriSafe™ (records), including participant health records, and that these are treated as confidential information.
- Maintain responsibilities for medical equipment, including calibrations and supplies in the AgriSafe™ clinic.
- Update the AgriSafe Australia™ Operations Manual as required.
- Consider new and effective ways of delivering health care to farm men, women and agricultural workers.
- Maintain a register of AgriSafe™ Clinicians.
- Review NCFH website material as to ensure material is current and suitable.
- Participate in an annual appraisal of work practice

COMMUNICATION, REPORTING AND ADMINISTRATION

- Provide consultation and educational literature to agribusiness and industry, educators, farm families and agricultural workers in line with the National Centre for Farmer Health strategic plan.
- Provide efficient, courteous, effective and timely customer-focused service to NCFH staff, community, students, farmers and collaborative partners.
- Maintain positive, cross sector, interdepartmental and public relations at all times.



- Contribute to the development and maintenance of partnerships with professional associations, the agricultural and health sector and with domestic educational institutions and industry.
- Maintain department records, reports and statistics as required (quarterly) for to the NCFH Board and Advisory Committee. This may mean presenting and addressing the NCFH advisory group.

Other Requirements

- Current police check is required for this role
- Current working with children check is required for this role & must demonstrate an understanding of appropriate behaviours when engaging with children
- Current driver's licence is required for this role
- Afterhours work and travel may be required in this position

Occupational Health and Safety Responsibilities

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries "near misses", safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

INHERENT PHYSICAL REQUIREMENTS:

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:



<p><u>1 Nursing / Patient Care Role</u></p> <ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<p><u>2. Maintenance / Hotel Services Staff Role</u></p> <ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<p><u>3 Clerical / Administration Role</u></p> <ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles
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Note to all employees

- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated 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.
- You must ensure that the affairs of WDHS, its patients, 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 shall extend to the commercial and financial interests and activities of WDHS.
- 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.
- 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).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

<p>Position code: <i>People & Culture use only</i></p>	<p>NCFH_Agrisafe C_JD03</p>
<p>Date revised: <i>People & Culture use only</i></p>	

When revised please forward electronic copy to:
People, Culture & Development Department [email: people.culture@wdhs.net](mailto:people.culture@wdhs.net)