



## HSS REGISTERED

# Injury Management Consultant

## Health Salaried Officers Agreement: Level G6

Position Number: 602613

Work Health and Safety

East Metropolitan Health Service (EMHS)

### Reporting Relationships

Director Work Health & Safety  
HSO: G-12  
Position Number: 603277



Manager Injury Management  
HSO: G-8  
Position Number: 603247



**This Position**



Directly reporting to this position:

- Nil

Also reporting to this supervisor:

- Consultant Occupational Medicine, 0.12 FTE
- Injury Management Consultant HSO: G-8 104391
- Injury Management Consultant HSO: G-8 602615

### Key Responsibilities

Provides and coordinates an injury management service for EMHS employees with work related injuries to facilitate a return to gainful and meaningful employment compliant with the current Workers' Compensation Code of Practice.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## Brief Summary of Duties (in order of importance)

### 1. Injury Management Service

- 1.1 Develops, coordinates and delivers an injury management service for employees with work related injuries.
- 1.2 In consultation with the injured employee, supervisor and treating doctor; plans, develops, implements and monitors, individual return to work programmes ensuring that services are provided within programs.
- 1.3 Assesses and interprets the impact of the employee strengths and barriers to achieving employment and identifies and coordinates interventions to address the barriers. Uses professional skills to identify complex cases and ensure appropriate strategies are implemented to progress case management.
- 1.4 Co-ordinates or facilitates injury management interventions, as needed by the employee including:
  - Referrals to medical specialists to facilitate treatment and diagnosis
  - Assessment of functional and physical work capacity
  - Referral to vocational rehabilitation providers
  - Counselling support services
  - Fitness and work conditioning programs
- 1.5 Builds and maintains effective relationships with internal and external parties involved in each case, including managers, supervisors, medical practitioners, other allied health professionals and other key stakeholders. Liaise with the insurer, medical practitioners and other professionals to ensure all parties are consulted regarding the client's individual rehabilitation program.
- 1.6 Develops and maintains good working relationships with managers and staff across EMHS.

### 2. Advisory Services

- 2.1 Provides specialist technical advice to management and staff on the care of injured employees to ensure best practice and compliance with legislation and promotes awareness and adherence to practices and procedures within the organisation relating to case management and injury management of injured employees.
- 2.2 Contributes to planning, development, implementation and evaluation of policies, strategies and continuous improvement initiatives in relation to injury management practices.
- 2.3 Represents EMHS at WorkCover Direction /Conciliation hearings, District Court Hearings, Informal Conferences in relation to workers compensation cases when required.
- 2.4 Manages information systems for workers compensation, injury management and occupational safety and health for data collection, retrieval and analysis; provides regular reports on injury management, workers' compensation and OSH activity and relevant performance indicators to management, committees and to meet compliance obligations.
- 2.5 Actively maintains knowledge of best practice and benchmarks for injury and workers' compensation management; researches and make recommendations to management to ensure EMHS delivers best practice services and achieves objectives.

### **3. EMHS Governance, Safety and Quality Requirements**

- 3.1 Participates in the maintenance of a safe work environment
- 3.2 Actively participates in the Peak Performance program.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

### **4. Undertakes other duties as directed.**

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

### Essential Selection Criteria

1. Extensive experience in the delivery of injury management services within a large multidisciplinary organisation.
2. Well-developed knowledge and understanding of the legislation and regulations governing workers' compensation and & injury management and demonstrated ability to apply legislation and principles to injury management practices.
3. Highly developed interpersonal, communication, consultative and negotiation skills.
4. Well-developed analytical and organisational skills, including ability to work under time constraints with minimal supervision.
5. Computing and database skills.
6. Demonstrated experience and willingness to conduct information and training sessions.

### Desirable Selection Criteria

1. Knowledge and understanding of quality improvement principles and experience in their practical application.
2. A Tertiary qualification applicable to Injury Management practice (e.g. Psychology, Occupational Therapy, Physiotherapy or Registered Nursing and registration with the relevant professional board within WA).
3. Current knowledge and commitment to equal opportunity in all aspects of employment and service delivery.
4. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager / Supervisor Name	Signature or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	May 2019
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