

A vacancy exists for a **Therapy Coordinator** at Royal Rehabilitation Hospital
in Pietermaritzburg, reporting to the **Hospital Manager**.

Responsibilities:

- Coordinating the multidisciplinary team in providing services to inpatients at Royal Hospital.
- Receiving new admission information and disseminating to the multidisciplinary team (MDT)
- Facilitating weekly MDT patient meetings to discuss new admissions, progress, and discharge planning.
- Facilitating monthly multidisciplinary team management meetings and forums.
- Organising multidisciplinary team strategic sessions, development, and training.
- Compiling weekly MDT summary to communicate planning regarding patients from MDT meetings to the rest of the team.
- Developing protocols and policies to enhance and standardise therapy services.
- Attendance of Hospital managerial meetings
- Drafting of service level agreements (SLA).
- Ongoing monitoring and evaluation of therapy sessions and therapists' performance.
- Bi-annual performance review of service providers.
- Compilation and editing of patient discharge reports and disseminating to referring Doctors and patients and/or families.
- Managing complaints, escalating to the correct party, and compiling reports regarding complaints with action plans.
- Compiling investigative reports when queries arise and presenting findings to management.
- Communication and interaction with MDT Head of Departments in terms of queries, concerns, challenges, or complaints.
- Updating of information of all members of the MDT - IDs, HPCSA certificates, medical insurance, and qualifications.

Requirements:

- Degree in either Physiotherapy or Occupational Therapy. Current registration with HPCSA.
- Experience in the field of rehabilitation for at least 2 years and with management of teams.
- Experience in the private funder environment would be an advantage.
- Strong leadership qualities, results orientated, attention to detail, patient focussed, and excellent interpersonal skills are vital for this position.

If you are interested in the position and wish to apply, kindly email your CV with certified supporting documents to: hr@rh.org.za before 20th October 2023.

Failure to do so will result in an automatic disqualification of your application.

Address: 301 Burger Street Pietermaritzburg Tel: 033 815 1600