

East Wimmera Health Service

Position Description

Position Title:	District Nurse – Registered Nurse
------------------------	--

Classification: Registered Nurse Grade 3A (YU1 – YU2) District Nurse

Responsible To: Planned Activity Group / District Nurse Senior /Community Health Manager

Salary and Conditions: In accordance with the Nurses (Victorian Health Services) Award 2000 the Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012 – 2016.

POSITION SUMMARY:

The primary role of the district nurse is to provide a person centred approach focusing on maximising functional capacity, social participation, improved self management strategies and coordination of service delivery to clients in their own homes.

KEY SELECTION CRITERIA:

Essential knowledge, skills and aptitudes:

- Registered Nurse currently registered with the Nursing and Midwifery Board of Australia via Australian Health Practitioner Regulation Agency.
- Substantial post graduate nursing experience encompassing the achievement of a range of clinical practice activities and demonstrated ability to effectively manage a clinical workload commensurate with experience.
- Self motivated with high level communication and interpersonal skills.
- Excellent organisational and time management skills.
- Understanding of the Active Service Model principles.
- A commitment to the process of quality improvement and accreditation.
- Computer literacy, with knowledge of current software.
- Current Victorian Drivers licence.

OTHER SELECTION CRITERIA:

Desirable knowledge, skills and aptitudes.

- Working toward or a desire to undertake post graduate study in wound care, continence, palliative care, diabetes, aged care or other relevant clinical area.

Key Result Area: CLINICAL CARE:

Provide high quality client care in partnership with the client and their significant others, and other members of the multi disciplinary team.

Major Action	Performance Indicator
Coordinate admissions to District Nursing, and schedule home visits to clients.	<ul style="list-style-type: none">• Responsibility assumed.
Collaborate with EWHS staff for discharge planning and attend weekly discharge planning meetings.. This includes discussion of patients' on-going needs and ensuring that all equipment, supplies and information has been provided prior to discharge.	<ul style="list-style-type: none">• Feedback indicates effective collaboration and planning• Attendance at Discharge Planning Meetings
Practice in accordance with the relevant standards prescribed by the Nursing and Midwifery Board of Australia, and EWHS policies and procedures.	<ul style="list-style-type: none">• Practices in accordance with all relevant standards and policies
Assess the clinical, non-clinical and social needs, including identification of "at risk" clients and document in the appropriate client record.	<ul style="list-style-type: none">• Evidence of appropriate assessment and documentation
Incorporating principles of ethical decision making and using evidence based practice, formulate, implement and evaluate client care plans.	<ul style="list-style-type: none">• Care plans demonstrate appropriate decision making and practice.

Recognise changes in the client's condition, take necessary action and document variation in the plan of care.	<ul style="list-style-type: none"> Care plan demonstrates changes observed and actions taken.
Develop, implement and evaluate teaching plans for clients and significant others that meet their learning needs and facilitates informed decision making.	<ul style="list-style-type: none"> Teaching plans documented. Feedback indicates needs of patients/residents are met.
Recognise and report adverse events and incidents to Community Health Manager or PAG/ DN Senior	<ul style="list-style-type: none"> Adverse events and incidents are documented and reported on current incident management system.
Starting from the initial referral, develop an effective discharge plan that reflects the need of the client and significant others.	<ul style="list-style-type: none"> Effective discharge planning.

Key Result Area: CUSTOMER SERVICE/CLIENT SAFETY AND COMFORT:

Ensure customer safety and comfort and liaise effectively with clients, and their carer/families.

Major Action	Performance Indicator
Facilitate and maintain effective communication with clients, carers, relatives, medical officers/health professionals, and staff.	<ul style="list-style-type: none"> Feedback indicates communication is appropriate and effective at all levels. CCC Policy is reflected in customer relations.
Identifies and reports to PAG/DN Senior ways to improve service delivery to customers.	<ul style="list-style-type: none"> Customer service actively promoted within unit.
Liaise with other service providers to ensure client needs are met.	<ul style="list-style-type: none"> Feedback indicates communication with services is appropriate and effective.
Ensure client care is of high standard and promotes safety, comfort, dignity, privacy and choice.	<ul style="list-style-type: none"> Client care, safety and comfort maintained at a high standard. Incident reports completed.
Plan, implement and evaluate care to meet needs of individual clients.	<ul style="list-style-type: none"> Planned, implemented and evaluated care is effective and specific to individual need.
Promote a high standard of coordinated care through the use of the nursing process	<ul style="list-style-type: none"> Coordinated care achieved.

Key Result Area: DOCUMENTATION AND SHIFT ADMINISTRATION:

Ensure efficient use and management of resources on a shift-by-shift basis.

Major Action	Performance Indicator
Ensure the optimal use of all resources within the service to provide client centred care.	<ul style="list-style-type: none"> Use of resources is efficient and effective.
Contribute to the maintenance of adequate supplies.	<ul style="list-style-type: none"> Adequate stocks and supplies maintained.
Check equipment required for each shift and report faulty equipment.	<ul style="list-style-type: none"> Equipment is checked and reported.
Adhere to relevant documentation systems and ensure high standard of completed documentation.	<ul style="list-style-type: none"> Standard of documentation is appropriate and in line with relevant legislative and legal requirements. Documentation requirements met.
Utilise information technology effectively to support role.	<ul style="list-style-type: none"> Information Technology use is effective and efficient.

Key Result Area: Improving Performance:

Contribute to quality service delivered to customers through Continuous Quality Improvement (CQI) activities.

Major Action	Performance Indicator
Actively contribute to improving performance.	<ul style="list-style-type: none"> • CQI documents indicate involvement in CQI activities.
Implement Accreditation Standards and other relevant Standards within the Unit.	<ul style="list-style-type: none"> • Accreditation Standards and other relevant Standards met on a daily basis. • Awareness and understanding of relevant Standards and accreditation processes demonstrated.
Maintain knowledge of the relationship between quality improvement, risk management and incident forms, and ensure all incidents, near misses, hazards, etc. are reported	<ul style="list-style-type: none"> • Incident forms, near misses, hazard, etc. are promptly and fully reported. • Demonstrates knowledge.
Contributes to the implementation and evaluation of quality systems	<ul style="list-style-type: none"> • CQI forms indicate involvement within process.

Key Result Area: REGULATORY COMPLIANCE:

Ensure compliance with all relevant legislation, regulatory requirements, professional standards and guidelines.

Major Action	Performance Indicator
Comply with the nursing professional code of ethics and conduct.	<ul style="list-style-type: none"> • Requirements of the Nursing Code of Ethics and Code of Conduct met
Demonstrate professional practice in accordance with Nursing and Midwifery Board of Australia Competency Standards for the Registered Nurse.	<ul style="list-style-type: none"> • Nursing and Midwifery Board of Australia competency standards consistently met in daily practice.
Completion of applicable annual mandatory training requirements: <ul style="list-style-type: none"> ➢ Basic Life Support ➢ No –Lift ➢ Manual Handling ➢ Infection Control ➢ Emergency Procedures ➢ Annual Declaration 	<ul style="list-style-type: none"> • Annual compliance achieved and documented • Demonstrates knowledge in work performance
Implement the standards of health and safety and comply with OH&S legislative employee requirements.	<ul style="list-style-type: none"> • Health and Safety of self and others maintained. • Compliance with employee OH&S requirements achieved.
Report workplace injuries to Community Health Manager or PAG / DN Senior. Work effectively with staff on return-to-work programs.	<ul style="list-style-type: none"> • Workplace injuries reported and documented. • Work undertaken with staff returning to work is effective.
Identify and report clinical risks via the EWHS Risk Management Strategy	<ul style="list-style-type: none"> • Clinical risks identified and reported
Ensure EWHS policy and procedures are implemented.	<ul style="list-style-type: none"> • EWHS policies and procedures adhered to and implemented effectively by self.
Comply with relevant legislative Acts, eg OH&S Act 2004, Drugs, Poisons and Controlled Substances Act 1981. Report concerns/breaches to Community Health Manager or PAG/DN Senior.	<ul style="list-style-type: none"> • Compliance with relevant legislation achieved. • Concerns/breaches reported promptly.
Acts to maintain infection control standards. Undertakes campus Infection Control activities.	<ul style="list-style-type: none"> • Infection Control standards maintained. • Campus Infection Control activities are achieved.

Comply with employee relation legislation and EWHS Code of Conduct requirements. Report concerns/breaches to Community Health Manager / PAG/DN Senior	<ul style="list-style-type: none"> Employee relation legislation and EWHS Code of Conduct requirements maintained. Concerns / breaches reported promptly.
--	---

Key Result Area: TEAM WORK:

Function as a team member consistent with the policies and procedures of the Health Service.

Major Action	Performance Indicator
Achieve teamwork through effective collaboration and communication processes. Recognise roles of, and collaborate with team members in the wider health care team.	<ul style="list-style-type: none"> Team objectives achieved. Team member roles and responsibilities recognised. Feedback indicates collaboration and communication with all team members is open and effective Participate in patient/resident care conferences
Complete delegated work tasks effectively and appropriately. Recognise and seek assistance from appropriate staff members when tasks fall outside of ability.	<ul style="list-style-type: none"> Delegated tasks achieved in accordance with guidelines and procedures. Function within ability and scope of practice achieved. Appropriate assistance sought
Supervise junior staff to ensure quality care outcomes.	<ul style="list-style-type: none"> Supervision provided is effective Quality care achieved.
Supports the development of junior staff.	<ul style="list-style-type: none"> Informal coaching/mentoring undertaken as required. Constructive feedback to learners provided. Effective contribution to the competency assessment of learners achieved.
Contributes to the orientation and welcoming of new staff to the unit and the team.	<ul style="list-style-type: none"> Feedback indicates contributions made are effective. All new staff orientated effectively and feel welcomed
Contributes to multi campus teams through committee membership or supporting colleagues fulfilling committee membership.	<ul style="list-style-type: none"> Contributions are constructive and effective.

Key Result Area: SPECIALIST KNOWLEDGE:

Ensure provision of contemporary care services that meet the individual needs of customers.

Major Action	Performance Indicator
Ensure clinical care meets the individual social, spiritual, cultural and physical needs of all customers	<ul style="list-style-type: none"> Care provided is appropriate to the needs of customers.
Completes assessment, planning, implementation and evaluation to maximize individual care for each customer.	<ul style="list-style-type: none"> Customer care individualised.
Promote and respect the rights of all customers.	<ul style="list-style-type: none"> Appropriate promotion and respect of customer rights achieved.

Key Result Area: PROFESSIONAL/PERSONAL DEVELOPMENT:

Commit to ongoing education and personal development.

Major Action	Performance Indicator
Identify own learning and development needs, actively pursue and participate in relevant educational programs and personal development activities.	<ul style="list-style-type: none">• Participation in learning and development activities is self directed and relevant to needs.• Appropriate ideas/strategies gained from education implemented.• Active participation in annual appraisal achieved.
Maintain current professional knowledge and skills relevant to the position	<ul style="list-style-type: none">• Current clinical knowledge demonstrated• Affiliation with relevant professional bodies achieved.

EMPLOYEE OBLIGATIONS:

The employee is required to maintain strict confidentiality with reference to all matters pertaining to patients/residents within the Health Service and externally. Failure to observe this requirement may be regarded as misconduct warranting termination and incurring liability to penalty pursuant to Section 141 of the Health Services Act 1988.

The employee is required to take all reasonable care to ensure personal safety of others who may be affected by the acts or omissions of the employee in the workplace. (Occupational Health and Safety Act, Clause 25). The employee is required to participate in all safety programs as required by the Health Service.

The employee is required to participate in the Continuous Quality Improvement Program to encourage excellence of care and cost containment within the Health Service.

East Wimmera Health Service Identification Badge must be worn at all times whilst on duty. This remains the property of the organisation and must be returned to the Pay Officer on termination of employment.

The employee is required to participate in the Risk Management Program to ensure risks are identified and managed within the Health Service.

The employee is required to adhere to EWHS Code of Conduct.

PERFORMANCE DEVELOPMENT AND REVIEW:

A Performance Development and Review will be completed after the first six months of service and then as per the East Wimmera Health Service Performance Management Policy. The Performance Development and Review is to be discussed with / conducted by the Community Health Manager and/or Planned Activity Group/District Nurse Senior.

Employee's Name:

Employee's Signature:

Date:

Manager's Signature:

Position Title:

Date:

Revised: January 2014

Revised: July 2014

Revised: January 2015