



Cultivating Healthy Communities

Position Title:	District Nurse – Registered Nurse
Reports To:	Community Nursing – Nurse Unit Manager
Direct Reports:	District Nurse – Endorsed Enrolled Nurse
Department:	Community Health
Classification:	YQ1 – YQ3, YF4 District Nurse Level 1 YU1 District Nurse Level 2 (dependent on experience)
Employment Conditions:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024
Qualifying Period:	6 months from commencement date.

East Wimmera Health Service (EWHS) is a fully accredited small rural health service consisting of 40 Acute and 95 Aged Care beds across five campuses in the Buloke and Northern Grampians Shires in North Western Victoria. Covering the land first inhabited by the Dja Dja Wurrung, Barengi Gadjin, and Jaara Jaara peoples. EWHS encompasses the townships of Birchip, Charlton, Donald, Wycheproof and St Arnaud. EWHS provides a broad range of Acute, Community Based and Aged Care services integrated with local General Medical Practices. Additionally EWHS manages a number of other local services in post-acute care, planned activity groups and infection control. The duties of this position are to be performed with adherence to the purpose and values identified through EWHS's strategic plan and compliance with the Code of Behaviour for staff of EWHS.

Our Vision

To see sustainable improvement in the health and wellbeing of our community

Our Purpose

To work together with our community to achieve better health and wellbeing outcomes

Our Values

Together, Honesty, Empathy, Community, Open, Respect and Excellence

ROLE STATEMENT

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 consumers in their own homes

POSITION SPECIFIC RESPONSIBILITIES

Clinical Care

- Systematically assesses the consumer, analyses data and identifies appropriate nursing care.
- Use critical and reflective thinking skills in contributing to decision making which includes reporting changes in health and functional status and individual responses to health care interventions.
- Applying knowledge and skills, develops and documents a plan of care that reflects the identified needs of the consumer.
- Implements individualised nursing care that is effective and safe.
- Evaluates and validates the effectiveness of nursing strategies towards meeting expected consumer outcomes, from a person centred care model, assess, plan and escalate changes in a person's condition.
- Contribute to the review of care plans in conjunction with the consumer/carer.
- Recognises changes in the consumer's condition, takes necessary action and documents variation in the plan of care.
- Accepts of professional standards, policies and clinical guidelines, and working within scope of practice.
- Prepares consumers for discharge by educating consumers about their conditions, medications, self-care strategies and the importance of follow-up care if required
- Provision of contemporary and evidence based best practice nursing care.

Administration

- Assists in the planning, delivery, evaluation and documentation of quality nursing care in consultation with consumers, carers, and other health professionals.
- Ensures medical records are managed in compliance with relevant legislation, and that privacy, confidentiality, and security are maintained.
- Complete filing and documentation as required on each individual shift.

Team work

- Communicate and collaborate professionally with internal and external peers, stakeholders and consumers.
- Provide clinical leadership and supervision for new Employees, Graduate Nurses and Nursing Students as required.
- Perform all other duties as directed, within the limits of skill, competence and training to maximise flexibility and effectiveness.
- Communicate respectfully with all employees in accordance with EWHS Value and Standards of Behaviour.
- Ensures clinical staff work as a team to understand the dynamics of the patient journey to support the consumer's individual goals

Professional Competence & Development of Self and Others

- Accepts responsibility for own continuing professional development by setting realistic goals based on assessment of individual strengths and learning needs.
- Participates in the review of one's own professional development on an annual basis
- Supports the development of others by acting as a resource to colleagues and participating in orientation and mentoring of new staff.
- Maintain annual registration requirement and continuing professional development (CPD standards outlined by the Australian Health Practitioner Regulation Agency for Nursing and Midwifery).
- Undertake all assigned Education Training Schedule (ETS) units as outlined by EWHS.

Quality / Safety and Risk Management

- Act in accordance with all relevant external legislation and internal EWHS policies and procedures that relate to this position and the organisation.
- Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards.
- Participate and contribute in occupational health and safety activities to ensure a safe work environment for consumers, community, staff and visitors.
- Minimise exposure to incidents of infection / cross-infection of patients, consumers, staff, visitors and the general public by adhering to the Health Service Infection Control policies and procedures.
- Cooperate with the EWHS's Occupational Health and Safety policies and to participate in appropriate safety education and evaluation activities.

Integrity

- The values and expected behaviours at EWHS support ethical and responsible decision-making and a culture where all staff behave with integrity and respond appropriately if behaviour (at any level within an organisation) falls short of expectations.
- EWHS's disclosure and reporting processes provide confidentiality, utilise effective investigation and escalation mechanisms and include a range of actions to address fraudulent, corrupt or other unacceptable employee behaviours.
- If you suspect unethical, fraudulent or corrupt behaviour, it is imperative to report that behaviour. Sometimes this behaviour is managed internally but if it meets the mandatory minimum requirements, the CEO as the principal officer at EWHS has a statutory obligation to report material issues to the Independent Broad-based Anticorruption Commission (IBAC)
- Reports can be made directly to the CEO or the Board depending upon the level within the organisation the suspected behaviour is occurring.

PERFORMANCE INDICATORS

- Compliance with the Education Training Schedule (ETS).
- Completion of clinical workload each shift meeting targets of funding body
- Attendance at monthly team meetings and discharge planning meetings.
- Develop and maintain a collegial working relationship with other health professionals and refer consumers to the appropriate services as required.
- Work cooperatively as an inter-disciplinary team member, valuing the contribution of all team members.

KEY BEHAVIORAL COMPETENCIES

- Consumer focus
- Problem solving/Reflective practice
- Collaborative approach
- Time management
- Flexibility
- Excellent interpersonal skills

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 postgraduate nursing experience encompassing the achievement of a range of clinical practice activities and demonstrated ability to 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.
- Evidence of full immunisation against COVID-19.
- Evidence of recent annual influenza immunisation.

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.

The District Nurse – Registered Nurse at East Wimmera Health Service will hold:

- A current National Police Check or ability to obtain a satisfactory check.
- Ability to comply with the “Behavioural Outcomes” for this role.
- A Working with Children Check (employee).

East Wimmera Health Service		
STANDARDS OF BEHAVIOUR		
	Our staff will always:	Our staff will not:
Together	<ul style="list-style-type: none"> • Work as part of the team • Mentor others • Provide encouragement to others • Care for others the way they would like to be cared for themselves • Partner with consumers in decision making about their healthcare 	<ul style="list-style-type: none"> • Be self-centered • Have inappropriate conversations with others • Demonstrate a “can’t-do” attitude • Ignore feedback given by patients or colleagues • Avoid responsibility • Refuse to assist others with their workload
Honesty	<ul style="list-style-type: none"> • Be open & honest with ourselves and with others • Make ethical decisions • Bring ourselves to work • Maintain high levels of integrity • Be responsible and accountable 	<ul style="list-style-type: none"> • Be dishonest • Be unreliable • Pass the buck • Be lazy
Empathy	<ul style="list-style-type: none"> • Commit to delivering a positive health experience to every person every time • Show compassion to all people • Demonstrate empathy & understanding 	<ul style="list-style-type: none"> • Be sarcastic • Be judgmental • Make care decisions without consulting the consumer
Community	<ul style="list-style-type: none"> • Maintain customer focus • Lead by example • Be responsible & accountable for their own actions • Stand up and take action • Escalate issues or behaviours of concern 	<ul style="list-style-type: none"> • Be hypocritical • Contribute to rumours • Discriminate against others • Think they’re better than others • Be passive
Open	<ul style="list-style-type: none"> • Demonstrate consistency • Treat people equally • Be considerate & understanding • Be collaborative and collegiate • Deal with issues 	<ul style="list-style-type: none"> • Demonstrate favouritism & exclusion • Withhold information • Ignore issues
Respect	<ul style="list-style-type: none"> • Maintain confidentiality & privacy • Be punctual • Listen to others & accept differences • Respond courteously • Greet all people by saying hello, smiling and introducing themselves • Be culturally informed and sensitive • Respect diverse opinions 	<ul style="list-style-type: none"> • Be arrogant • Be disrespectful • Display rudeness • Bully, harass or display aggression • Allow unacceptable behaviour
Excellence	<ul style="list-style-type: none"> • Expect and deliver excellence • Persevere to do the best job they can • Strive continuously to improve • Be professional & enthusiastic • Have the courage to question what we do 	<ul style="list-style-type: none"> • Give up • Accept mediocrity • Leave an untidy workplace

Staff at EWHS must also comply with both the Industry and organisational Code of Conduct

RISK ASSESSMENT / JOB ANALYSIS

East Wimmera Health Service provides a safe working environment for staff as part of the process Risk Assessments have been carried out and this position could include some or all of the following.

(Please mark (eg X or ✓) to those that apply to this position)

Aspects of Normal Workplace	Frequency			
	Occasionally	Regularly	Continual	NA
<u>Work Environment</u>				
• Work with the possibility of extended hours	✓			
• Work in locations geographically separated from main facility		✓		
• Working off site which may include clients homes		✓		
• Clinical areas		✓		
• Travelling or Driving in cars on a regular basis		✓		
<u>Work Activity</u>				
• Manage demanding and changing workloads and competing priorities		✓		
• Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time		✓		
• Sitting at the computer for extended periods of time	✓			
• Sitting in meetings for extended periods of time	✓			
• Use of technology including photocopiers, telephones		✓		
• Undertake manual handling of equipment		✓		
• Patient Handling (<i>No Lift Program operates throughout EWHS</i>)		✓		
• Exposure to Substances (<i>Protective equipment & procedures in place to prevent contact</i>)	✓			
<u>Work relationships</u>				
• Work in a team environment and at times independently		✓		
• Interaction with staff from other disciplines and departments		✓		
• Interacts with: <ul style="list-style-type: none"> ○ colleagues and other hospital staff ○ members of the public ○ Patients and relatives 	✓	✓ ✓		



Cultivating Healthy Communities

I acknowledge:

- That I have read and fully understand the Position Description and the position's Job Analysis.
- I agree that I have the physical ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities and duties.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That EWHS may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

Name (please print) _____

Signature _____

Date _____

Document Control

Executive Sponsor: Director of Primary Care

Manager Responsible: Community Nursing – Nurse Unit Manager

Author(s): Director of Primary Care

Last Review: 14 June 2023

Next Review: 14 June 2025