South Gippsland Hospital

Position Description

Position Title:	Registered Nurse Grade 3 District Nurse This position description is a supporting document to an employee's "Letter of Appointment" and "Variation to Letter of Appointment"
Department:	Community Health
PD Issue Date:	September 2021
Classification/Award:	**Award:** Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 **Classification:** Registered Nurse Grade 3A Y1-Y2 District Nurse
Performance Review:	A six-month probation will apply to this position (6 months from date of commencement). Performance reviews will then be held annually.

ROLE

The Grade 3 District Nurse provides comprehensive, safe and effective client nursing care using professional knowledge and skills to maximise health, wellbeing and independence of clients living in the South Gippsland Community.

The Grade 3 District Nurse provides supervision, education and support to the Grade 2 Registered Nurses, Enrolled Nurses and Nursing Students working within the District Nursing Service.

In the absence of the Community Nurse Manager the Grade 3 District Nurse will assume responsibility and accountability for service co-ordination in an effective and efficient manner.

ORGANISATIONAL RELATIONSHIPS

Reports to: Community Nurse Manager (CNM)

Manages/Coordinates: All District Nursing Service staff in the absence of the CNM

Liaises with:

- *All South Gippsland Hospital Staff*
- *Foster and Toora Medical Centre GPs, nursing and reception staff*
- *South Gippsland Hospital home care package Managers*
- *External referring hospitals and health care providers*
- *Bass Coast Health and West Gippsland Healthcare Group Post-Acute Care Services*
- *External home care package providers*
- *South Gippsland radiology staff*
- *Local community pharmacy staff*
- *Clients and their family/carers*
- *Other service providers*

KEY RESULT AREAS

- Provide high quality clinical community nursing care
- Demonstrate a commitment to safety and quality of care
- Ensure client involvement in decision making, care planning and discharge planning
- Independently set priorities and work in a timely and efficient way according to workload requirements and all South Gippsland Hospital Policies and Procedures
- Delegate appropriate clinical and administrative tasks to other member of the district nursing team to ensure efficient service delivery
- Maintain timely statistical data and documentation of all patient contact and clinical support activity in compliance with the South Gippsland Hospital Record and Documentation policy
- Establish sound, collaborative working relationships with internal staff, external clinicians and other relevant stakeholders
- Provide effective clinical supervision, education and support to Grade 2 Registered Nurses, Enrolled Nurses and Nursing Students working within the District Nursing Service
- Demonstrate a commitment to continuous improvement by participating in relevant learning opportunities
- Actively participate in regular supervision, the annual staff performance review and professional development activities
- Report effectively to the Community Nurse Manager including escalating all clinical and non-clinical concerns
- Participate in relevant organisational/ team meetings
- Contribute to the planning development and evaluation of the community nursing services
- Manage and report risk and actively work toward implementing risk reduction strategies
- Demonstrate knowledge and commitment towards quality improvement activities and actively participate in departmental accreditation processes
- Maintain and review best practice policies as delegated by the Community Nurse Manager
- Maintain the Australian Nurses and Midwifery Board (ANMB) Registration requirements as a Registered Nurse
- Meet contractual and statutory requirements of the role including but not limited to National Safety and Quality Health Standards, Aged Care Standards and other funding guidelines as relevant
- Ability to backfill other community nursing roles as required including assuming responsibility and accountability for District Nursing service co-ordination in the absence of the Community Nurse Manager
- Perform other duties reasonably required as directed

SPECIALIST SKILLS AND KNOWLEDGE

- Work within scope of practice according to qualifications and the Australian Nursing and Midwifery Board as applicable to a Registered Nurse in accordance with SGH policies, procedures, and clinical guidelines
- Advanced clinical skills relevant to community nursing practice
- Excellent organisational and administration skills including the ability to deal with multiple demands and timelines
- Proven computer skills and experience including accurate and timely client data management
- Demonstrated understanding of the funding streams for nursing services provided by the District Nursing Service

QUALIFICATIONS AND EXPERIENCE

- Each employee is required to satisfy the Australian nurses and Midwifery Board (ANMB) Registration requirements as Registered Division 1 Nurse for this role
- Minimum of five years post graduate clinical nursing experience
- Current community nursing experience
- Current competency in Basic Life Support
- Current Victorian Driver's Licence
- Current Working with Children Check
- A valid police check
- Relevant post-graduate qualification would be advantageous

KEY SELECTION CRITERIA

- Experience as a Registered Nurse with demonstrated clinical experience in acute, community and palliative care nursing
- Evidence of advanced skill set relevant to the community nursing scope of practice
- Demonstrated knowledge of person centred care and goal directed care planning
- Ability to set priorities and work collaboratively or autonomously in an efficient manner to meet the requirements of this role
- Demonstrated ability to competently maintain documentation and statistical data
- Well-developed verbal, written and IT communication and negotiation skills
- Evidence of professional supervision and/or continued professional development
- Proven leadership skills to be able to competently assume responsibility for the provision of clinical services and management of allocated resources within the District Nursing Service in the absence of the Community Nurse Manager

MANDATORY COMPETENCIES

Unless an employee is able to produce authorised evidence of successfully completing an approved mandatory competency, the employee will be required to successfully complete the competencies within the first six months of employment.

Each employee is then required to successfully complete mandatory clinical competencies annually.

Organisational Values

South Gippsland Hospital staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.
These values are:

Adaptability – Being flexible and accepting of new ideas and change for the better
Mutual Respect – We treat others the same way that we would like to be treated
Accountability – We accept responsibility for our actions, attitudes and mistakes
Trust- We act with integrity and can count on each other
Excellence – We do our best at all times and look for ways to improve

It is expected that staff will work according to these Values when working directly with other staff, clients and members of the community.

Occupational Health and Safety

South Gippsland Hospital recognises its obligation for full compliance with the *Occupational Health and Safety Act 2004* and associated Occupation Health and Safety regulations 2017. All staff are required:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures.
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.

- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to their supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under this control and support the actions contained in SGH OH&S policies.

Infection Prevention and Control

An effective, integrated organisation-wide Infection Prevention and Control Program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member.

All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position and to adhere to the organisation's Infection Prevention and Control policies and procedures at all times.

Learning and Development

SGH is committed to education.
All staff have a responsibility to undertake their own professional development and actively participate in the learning and development of others. This may involve colleagues, health professionals from other disciplines or students. Inter-professional education is strongly encouraged and supported and is integral to a small rural hospital.

Health and Wellbeing

The health and wellbeing of employees is a priority for South Gippsland Hospital and the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals is recognised in this workplace.
Staff are expected to:

- partake in the promotion of the health and wellbeing of employees
- contribute to an inclusive and health promoting environment
- promote our values of trust, excellence, accountability, adaptability and mutual respect
- promote an organisational culture of positive mental health and wellbeing through supportive leadership, employee participation and shared decision making

Diversity Statement

South Gippsland Hospital is committed to providing employment, health care and all related business based on the principles of access, equity and respect. South Gippsland Hospital acknowledges the Traditional Owners of the land on which we work and pays respect to Elders past, present and emerging.
Staff are expected to provide excellence in care and a safe, welcoming and inclusive health service by:

- extending respect to Aboriginal and Torres Strait Islander people at all times,
- engaging respectfully with all cultures and
- respecting and appreciating what makes each individual different, in terms of age, gender, ethnicity, religion, disability, sexual orientation, education and national origin.

Confidentiality

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of South Gippsland Hospital.

Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.

Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

Quality and Risk Management

In order to ensure patient safety and high quality of care:

- Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of SGH.
- Staff are required to encourage the patient to partner with the health care team and be at the center of all care decisions.
- Staff are required to contribute to the development and maintenance of the SGH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk.
- Staff are required to abide by the Code of Conduct for Victorian Public Sector Employee
- Clinical leaders are required to help support other clinicians to understand and perform their delegated safety and quality roles

Special Requirements

- New staff will be required to satisfactorily complete a National Police Records, and Working with Children Check prior to commencing employment.
- Should your role require you to drive a South Gippsland Hospital vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- All employees of South Gippsland Hospital are bound to work according to the policies and procedures of South Gippsland Hospital, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.

- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.

INCUMBENT STATEMENT

I,_____have read, understand and accept
(please print name)
the above Position Description.

Signed:_____ Date_____

Copy to staff member: ☐ Yes ☐ No

Details certified correct by:

Name: _____

Signature: _____

Date: