



Is a smoke free workplace

Position Description

Position: Registered Nurse – District Nursing

Date: November 2016

Classification:

Employment Status: Full Time/ Permanent Part Time/ Casual

Department: District Nurse

Award/Conditions: Nurses (Victorian Health Services) Award 2000 & current EBA Agreement

Accountable to: Director of Clinical Services through the DNS/PAG Team Leader.

Vision & Strategic Intent

Our Vision:

We exist in a healthy and vibrant community where individuals have the capacity and potential to manage their own health and improve their physical, mental and social wellbeing.

We deliver on our role by being:

- Accessible
- Collaborative
- Sustainable

We do this through the continual pursuit of:

- Excellence – *where we aim higher than the standards that are expected of us in everything we do.*

At Beechworth Health Service we share the following values:

Respect

Being courteous and considerate of the diversity and equality of all.

Unity

Encouraging participation, collaboration and a common purpose.

Innovation

Promoting flexibility and the exploration of new ideas and methods in everything we do, to reflect the changing needs and expectations of our community.

Excellence

Enhancing quality of life while meeting the highest standards of quality, safety and client centered care.

Integrity

Promoting professionalism and openness through honesty, fairness and ethical behaviour.

1. POSITION OBJECTIVES

To provide delivery of Person Centred Care under the directions of the DNS/PAG Team Leader.

2. KEY RESPONSIBILITY AREAS

2.1. Mandatory

- To live and model Beechworth Health Service values
- Actively promote Beechworth Health Service in a positive manner.
- Ensure the provision of safe and effective care.
- Commitment to personal improvement.
- Ensure *that any person accessing Beechworth health Service will experience a person centred care approach to their care.*
- Actively and sensitively practise the principles of cultural safety and respect.
- Satisfactory police check in accordance with the requirements of the Accountability Principles 1998.

3. GENERAL RESPONSIBILITIES

3.1. General

- Support and promote activities that are consistent with the Nature and Directions of Beechworth Health Service.
- Assess, plan, implement and evaluate client care with and in collaboration with other members of the care team including general practitioners and other providers of community based care. Where appropriate, involve the client or their representative in these processes.
- Actively participate in relevant meetings and forums.
- Ensure systems and evidence are in place at all times that demonstrate compliance with accepted practice for community nursing and in particular the Department of Veteran's Affairs (DVA) Community Nursing requirements and HACC.

- Ensure the provisions of relevant legislation, ethical principles and standards are applied to all aspects of clinical practice.
- Act as a clinical resource, supervisor and role model in clinical practice for Enrolled Nurses, Personal Care Assistants and other care givers.
- Ensure all mandatory in-service education is completed.
- Actively participate in review of policies and procedures as required.
- Actively participate and contribute to portfolio activities with the Unit.
- Actively participate in quality activities including accreditation.
- Actively participate in relevant meetings and forums.
- Active involvement in the supervision of students on the unit, encouraging a culture of mentorship.

3.2. Risk Management

- Contribute to the ongoing improvement and safety of BHS through participation in the quality and risk management programs in place.
- To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately.
- Where possible, rectify hazards and notify manager with a view of preventing recurrence.
- Observe risk management principles, policies and practices
- Employ risk management principles and practices in day-to-day duties and functions.
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public.

3.3 Occupational Health and Safety

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others.
- To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures.
- To participate in programs designed to monitor and protect the health of staff in their workplace.
- To report as soon as practicable to your Manager.
 - Unsafe equipment , work practices or conditions
 - Potential Hazards
 - Near Misses
 - All injuries sustained whilst in the performance of work duties
 - Damage to Beechworth Health Service equipment or property.

4. RELATIONSHIPS

REPORTS TO:
DNS/PAG Team Leader

Internal Liaisons

- Chief Executive Officer
- Director of Clinical Services
- Beechworth Health Services Executive Staff
- Beechworth Health Services Staff
- Assistant Director of Clinical Services
- Allied Health Professionals

- GP's
- Consumers

External Liaisons

- Department of Health
- Department of Health and Aging
- Accreditation Agencies
- Beechworth Surgery
- Beechworth Pharmacy
- Other Health Services
- Community Groups
- Consumers

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent of the position will be accountable for;

- To provide a Person Centred focus to client care.
- Provide care within their scope of practice.
- Undertaking role in accordance with Beechworth Health Service Policies and Procedures.
- Undertaking role in accordance with Nurses and Midwifery Board of Australia regulations.
- Active involvement in accreditation processes.
- Undertaking role in accordance to legislation and funding obligations.

6. QUALIFICATIONS AND EXPERIENCE

- Knowledge of current back care /no lift programs and other OH&S issues common to acute nursing.
- Documentation in accordance to software program (UNITI).
- Current BLS qualifications.
- Experience in palliative care.
- Experience in rural/ remote health care settings.
- Experience in PICC / PORT Management.

An Annual staff appraisal will be conducted by DNS/PAG Team Leader.

An agreed set of performance indicators which will be determined annually.

As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:-**.....

Attachments: Position Risk Assessment

Key Performance Indicators.

RISK ASSESSMENT

Under Occupational Health & Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with the emergency procedure codes apply to all areas of the Health Service.

Aspects of normal workplace	Frequency	Comments
<p>Work Environment</p> <ul style="list-style-type: none"> • Manage demanding and changing workloads and competing priorities Work office hours with the possibility of extended hours • Sitting at the computer or in meetings for extending periods of time • Working in a team environment and at times independently • Work in locations geographically separated from the main facility and at times remote with poor telephonic reception • In summer, heat with areas with high risk of bush fire • In winter, travel and work environments in snow and/or very cold outdoor temperatures 	<p>Continual</p> <p>Regularly</p> <p>Regularly</p> <p>Regularly</p> <p>Regularly</p> <p>Regularly</p>	
<p>Work Activity</p> <ul style="list-style-type: none"> • Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis) • Use technology including photocopiers, telephones including mobiles, fax, overhead projectors, televisions, video, electronic whiteboards • Undertake manual handling of equipment (e.g. lifting, pulling, pushing, moving, transferring, twisting) on a daily basis • Driving of vehicle on made and dirt roads. • Working in remote areas and in isolation from professional supports 	<p>Regularly</p> <p>Regularly</p> <p>Regularly</p> <p>Regularly</p> <p>Regularly</p>	
<p>Work relationships</p> <ul style="list-style-type: none"> • Work within a team environment • Professional interaction with medical nursing and administration staff • Interact with colleagues and other hospital staff • Members of the public • Patients and relatives 	<p>Continual</p> <p>Regularly</p> <p>Regularly</p> <p>Regularly</p> <p>Regularly</p>	

KPI'S ACTIVITY AND OUTCOME MEASURE

KPI	ACTIVITY	MEASURE	COMMENT
Attitude and behaviour are consistent with the organisational values at all times.	Provide effective Clinical Leadership to Enrolled Nurses and Students.	By observation, hardwiring and compliments and complaint processes.	
Attend and participate in 4 unit meetings a year.	Dates at last Meeting attended.	% of Meeting attended.	
Actively participates in policy review and development within the unit.	Identify involvement. - List	Performance and involvement.	
Participate in Quality Activity, data collection and auditing.	Identify involvement in Quality Activity. - List	% of Audits completed and consumer feedback at Person Centred Care Meetings.	
Completion of Mandatory competencies.	Dates of all Mandatory competencies attended.	% of completed competencies at time of performance appraisal.	
Actively be involved in Portfolio activities within the unit.	Identify involvement. - List	% of Meetings attended and reports completed.	