



POSITION DESCRIPTION

POSITION: Registered Nurse – Grade 3

Unit/ Specialty Area: District Nurse

Classification: YU15-YU61

Direct position report: NUM Community Nursing

Organisational position report: Director of Clinical Services

Employment type: Full Time, Part Time, Casual

Location: Northeast Health Wangaratta

OUR VISION

To be recognised leaders in rural healthcare

OUR VALUES

▶ **CARING** ▶ **EXCELLENCE** ▶ **RESPECT** ▶ **INTEGRITY** ▶ **FAIRNESS**

ROLE DESCRIPTION

Northeast Health Wangaratta is a leading Victorian health service committed to providing quality health care to more than 90,000 people across North East Victoria. We are the major referral facility for people with complex health needs from Bright, Mansfield, Beechworth, Myrtleford, Yarrawonga, Euroa and Benalla. We also provide a telehealth service to these smaller facilities, allowing doctors at Northeast Health to provide medical advice via video link. Our hospital has a 24/7 Emergency Department and offers an extensive range of healthcare service as well as our residential aged care facility, Illoura.

The District Nursing Service (DNS) provides short and long-term nursing care in your home or another suitable environment. Our team of registered and enrolled nurses offer a range of services that can include;

- Wound management
- Medication monitoring, management and education
- Diabetes education, support and management
- Stomal and catheter care
- General health monitoring and education
- Health assessments, service advice and referrals
- Showering/hygiene assessments



POSITION DESCRIPTION

- Advanced Care Planning – making decisions about your future healthcare treatment options
- Advice and assistance with referrals to other services
- Palliative care support

Services are available 7 days a week, from 8.00 am to 8.30 pm to people living in Wangaratta and the surrounding region.

KEY ACCOUNTABILITIES

Direct Comprehensive Care

- Fulfil duty of care, understanding and practicing within own scope of practice in accordance with Nursing and Midwifery Board of Australia guidelines
- Provides safe and effective care, integrating nursing and healthcare knowledge, skills and attitudes
- Demonstrates a patient and family centred approach to patient care throughout the patient stay
- Promotes a safe and secure physical and psychosocial environment that is responsive to the needs of individuals/groups regardless of race, cultural, religion, age, gender and sexual orientation
- Conducts and documents a systematic nursing assessment
- Gathers and interprets assessment data to formulate patient centred plan of care
- Accurately documents components of care
- Proficiently preforms specific specialty care and procedures
- Demonstrates commitment to utilising HWE tactics in patient care

Support of Systems

- Fulfil duty of care, aligning with NHW models of care, Hardwiring excellence tactics
- Utilises NHW systems to document and record activity
- Participates in & contributes to Quality Improvement activities

Education

- Participates in professional development to enhance nursing practice
- Provides effective and timely supervision to ensure delegated care is safety and accurately provided

Research

- Practices is informed by evidence based practice framework, standards and clinical guidelines
- Uses critical thinking in assessing and evaluating health information and research.
- Participates in quality improvement and research projects

Professional Leadership

- Practices in accordance with nursing practice and healthcare legislation
- Practices within a professional and ethical framework
- Demonstrates commitment to development of self
- Behaviours align with NHW values, kindness charter and standards of behaviour
- Meets NMBA continuing professional development practice standards
- Achieves NHW expected competencies within designated timeframes
- Maintains a current professional development portfolio demonstrated by attending and participating in relevant courses, workshops, lectures, tele/video conferences.

QUALIFICATIONS & EXPERIENCE

ESSENTIAL

- Community nursing experience – district nursing / Hospital in the Home (HITH)
- Proven clinical skills in relation to assessment (inclusive of wound management), care planning, evaluating, referral coordination, promoting person centred care, advocacy and support to clients families/carers
- Demonstrated ability to work independently and as part of a multi-disciplinary team
- Commitment to high quality patient care
- Ability to work within a team environment
- Evidence of strong interpersonal and communication skills, written and verbal
- High level of reliability and professional conduct
- Demonstrated ability to utilise information and technology applications
- Current knowledge of, and commitment to, evidence-based practice
- Demonstrated understanding of relevant Commonwealth and State funding programs and awareness of issues in delivery of community services in rural and isolated areas and reporting requirements
- Ability to comply with the “Behavioural Outcomes” for this role

DESIRABLE

- Demonstrated knowledge of relevant Commonwealth and State Funding programs
- Post graduate qualification in Acute, Aged, Community Care or working toward the same
- Advanced clinical knowledge base related to acute health and community based programs
- Awareness of community service issues relevant to rural and isolated areas
- Knowledge of Advance Care Planning (respecting people choices)

ADDITIONAL REQUIREMENTS

- Current registration as a Registered Nurse Division 1 with the Australian Health Practitioner Regulation Agency (AHPRA)
- Current valid driver's license

All staff must have and remain current for continued employment the following:

- National Police Check (renewed every 3 years)
- Working with Children Check (renewed every 5 years)
- Statutory Declaration for applicable workers who have lived overseas

RELEVANT DOCUMENTS

The following documents can be found on the Northeast Health Wangaratta website and on Prompt

Nursing & Midwifery Capability Framework (NMCF) Domains of Practice
Northeast Health Wangaratta NMCF Unit Specific Skills List
Northeast Health Wangaratta Performance Development & Review Tool
Northeast Health Wangaratta Hardwiring Excellence resources

ADDITIONAL RESOURCES

NMBA Registered Nurse Standards for Practice 2016
NMBA Nursing and Midwifery Practice Decisions Summary Guides
NMBA Code of Professional Conduct for Nurses in Australia
NMBA Code of Ethics for Nurses in Australia
NMBA National Competency Standards for the Midwife
NMBA Code of Ethics for Midwives in Australia
Nurse & Midwives Enterprise agreement 2016-2020
ANMF Code of Professional Conduct for Midwives in Australia. Good Practice Guide to Performance Management for Nurses and Midwives - Victorian Public Health Service 2013
APHRA Guidelines for Mandatory Notification
NMBA A Nurses Guide to Professional Boundaries
NMBA Continuing Professional Development Standard
Delegation and Supervision Guidelines for Victorian Nurses and Midwives
National Safety & Quality Health Service Standards

PERFORMANCE DEVELOPMENT AND REVIEW (PDR)

1. PDRs will be conducted yearly or prior as deemed necessary by Nurse Unit Manager / Manager or delegate.
2. Prior to annual PDR feedback session employees are required to complete a self-evaluation utilising the PDR document and return it to their manager.
3. There is an expectation that individuals will assume responsibility for completion of all learning requirements advised by the organisation. This includes mandatory training and clinical competencies in accordance with the timelines specified in Northeast Health Wangaratta's policies and procedures.

Standards of Behaviour

Above the line

Our staff will always:

Below the line

Our staff will not:

Caring

Show compassion to all people
 Demonstrate empathy and understanding
 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

Be disrespectful
 Be self-centered
 Have inappropriate conversations with others
 Display rudeness

Excellence

Commit to the NHW Hardwiring Excellence expectations
 Have the courage to question what we do
 Persevere to do the best job they can
 Strive continuously to improve
 Be professional and enthusiastic
 Maintain customer focus

Give up
 Demonstrate a 'can't-do' attitude
 Accept mediocrity
 Be unreliable
 Pass the buck
 Ignore feedback given by patients or colleagues

Respect

Maintain confidentiality and privacy
 Listen to others and accept differences
 Be punctual
 Respond courteously
 Greet all people by saying hello, smiling and introducing themselves
 Be culturally informed and sensitive
 Respect diverse opinions

Be sarcastic
 Bully, harass or display aggression
 Be judgmental
 Withhold information
 Contribute to rumours
 Leave an untidy workplace

Integrity

Be open and honest
 Lead by example
 Be responsible and accountable for their own actions
 Stand up and take action
 Escalate issues or behaviors of concern

Be arrogant
 Be dishonest
 Be hypocritical
 Avoid responsibility
 Allow unacceptable behavior

Fairness

Demonstrate consistency
 Treat people equally
 Be considerate and understanding
 Be collaborative and collegial

Discriminate against others
 Demonstrate favoritism and exclusion
 Refuse to assist others with their workload



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DECLARATION

As the incumbent of this position, I acknowledge that I have read the Position Description, understand its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to Northeast Health Wangaratta. I also agree to strictly observe the Northeast Health Wangaratta's policy on confidentiality of commercial and patient / consumer information or such sensitive information that I may come across in the course of my employment.

Employee Name: _____

Signature: _____ **Date:** ___ / ___ / _____