

# POSITION DESCRIPTION



<b>Position</b>	Registered Nurse – District Nursing Service
<b>Division</b>	Primary Care Services
<b>Classification</b>	Grade 2
<b>Enterprise Agreement</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest employers) Enterprise Agreement 2020 - 2024
<b>Reports To</b>	Nurse Unit Manager (NUM)
<b>Direct Reports</b>	Nil
<b>Infection Control Risk Category:</b>	A

<b>Approved :</b>	Nurse Unit Manager	<b>Approval Date:</b>	November 2023
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<b>PRIMARY OBJECTIVE (or purpose):</b>
<p>The Registered Nurse is responsible for delivering safe and effective personal care and clinical care, in accordance with the consumer’s needs, goals and preferences to optimise their health and well-being.</p> <p>You support the development of clinical skills in staff placed under your responsibility</p> <p>You contribute to the quality, safety and risk management programs for the clinical unit/department</p> <p>You contribute to an environment that is conducive to person centred care which fosters a culture of consumer engagement and partnership</p> <p>You practice, and model the practice of nursing, to staff in the unit/department, according to the standards prescribed by the <a href="#">Nursing and Midwifery Board of Australia Professional Codes and Guidelines</a></p>

<b>PORTLAND DISTRICT HEALTH VALUES</b>			
<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Excellence</b>
<b>PDH CARE GOALS</b>			
<b>Person-centred</b>	People’s values, beliefs and specific needs and circumstances guide the delivery of care and organisational planning.		
<b>Safe</b>	Avoidable harm is eliminated.		
<b>Effective</b>	The right care is delivered in the right way, at the right time with the right outcomes.		
<b>Connected</b>	Staff and consumers work together to achieve shared goals; people experience service and support continuity as they move through the service system.		

<b>KEY ACCOUNTABILITIES</b>		
<b>Key results Area</b>	<b>Key Activities</b>	<b>Performance Measures</b>
Patient Care	<ul style="list-style-type: none"> <li>Practice in accordance with the Australian Nursing and Midwifery Council (ANMAC) National Competency Standards for the Registered Nurse</li> <li>Delivery of consumer centred care that meets best practice standards and in line with Portland District Health requirements</li> <li>Provide quality patient care using evidence based approach and in line with PDH Policy and Procedures</li> <li>Ensure confidentiality and privacy are maintained</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with NSQHS Standards</li> <li>Compliance with PDH policy</li> <li>Patient feedback</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure conversations and language is appropriate and respectful of patients to achieve professional, organisational, legal and ethical requirements</li> </ul>	
Leadership and Team work	<ul style="list-style-type: none"> <li>• Demonstrate a professional responsibility for your own work and work performed by staff placed under your responsibility</li> <li>• Develop and maintain positive working relationships with members of PDH staff</li> <li>• Demonstrate agreed behaviours and communicate effectively whilst engaging with the multidisciplinary team to ensure patients receive quality ongoing care</li> <li>• Actively participate in the promotion of a positive and engaging team culture</li> <li>• Attend and participate at staff and other relevant meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in annual staff performance review</li> <li>• Feedback from staff and patients and consumers</li> <li>• 100% Compliance with mandatory competencies</li> </ul>
Professional Development and Scope of Practice	<ul style="list-style-type: none"> <li>• Ensure compliance with National Framework for Decision Making by Nurses and Midwives on Scopes of Practice.</li> <li>• Share skills and knowledge to contribute to professional development of colleagues, students and others</li> <li>• Maintain annual registration requirements and continuing professional development (CPD) standards outlined by AHPRA through participation in relevant educational programs.</li> <li>• Complete all mandatory training and education to comply with PDH and other applicable legal regulatory bodies</li> <li>• Ensure compliance with the Delegation and supervision guidelines for Victorian nurses and midwives</li> </ul>	<ul style="list-style-type: none"> <li>• National Framework for Decision Making by Nurses and Midwives on Scopes of Practice requirements met</li> <li>• Annually registered with AHPRA</li> <li>• CPD requirements met and documented</li> <li>• Completion of required mandatory training and education</li> <li>• Participation in annual staff appraisal</li> </ul>
Quality and Safety	<ul style="list-style-type: none"> <li>• Work collaboratively with the Quality Team to implement improvement plans</li> <li>• Conduct or participate in audits as required and contribute to the development and implementation of actions to address deficits</li> <li>• Contribute to quality improvement activities within the department, in accordance with PDH policies to ensuring a high level of work quality</li> <li>• Maintain a safe and high quality environment at all times in accordance with PDH policies</li> <li>• Reports all incidents through Riskman</li> <li>• Ensure staff follow PDH Infection Control policies, procedures and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Completes relevant audits and initiates actions</li> <li>• Contribution to Quality Improvement plans</li> <li>• Demonstrated use of the incident management system</li> </ul>
Information Management	<ul style="list-style-type: none"> <li>• Display and promote correct documentation techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures all information management meets the legislative</li> </ul>

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	<ul style="list-style-type: none"> <li>• Participate in regular documentation auditing to ensure legal, professional and organisational standards are met and maintained</li> <li>• Abide by the PDH’s requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department</li> <li>• Ensure consumer information is accurate and only released in line with the Health Records Act requirements</li> </ul>	<p>requirements and organisational standards</p>
Occupational Health and Safety	<ul style="list-style-type: none"> <li>• Is familiar with and ensure that all appropriate actions are taken to implement OH&amp;S policy and procedures and that legislative requirements are met within the service</li> <li>• Report any incidents or potential hazards in accordance with PDH policies and procedures including effective reporting via Riskman</li> <li>• Assist in the planning, development and implementation of OH&amp;S measures</li> <li>• Demonstrate a commitment to health and safety in line with PDH’s OHS policies, procedures, training requirements and legislative/regulatory requirements, driving a high standard for others to follow</li> <li>• Know what to do in an emergency situation relevant to role</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in team meetings where key OH&amp;S issues are discussed and resolved</li> <li>• Evidence of hazard and incident reporting using Riskman</li> <li>• Maintains compliance with mandatory OHS and Emergency Management training requirements</li> </ul>
<b>OTHER DUTIES</b>		
	<ul style="list-style-type: none"> <li>• Exhibits a commitment to PDH Values including team based above and below behaviours</li> <li>• Monitors own day to day performance against operational targets and strategic goals</li> <li>• Practice in accordance with the relevant health care or industry standards</li> <li>• Complies with family violence risk assessment and management activities aligned to the Multi-Agency Risk Assessment and Management (MARAM) Framework, the Family Violence Information Sharing Scheme (FVISS) and Child Information Sharing Scheme (CISS) legislative requirements and related PDH procedures.</li> <li>• Comply with all relevant PDH policies and procedures</li> <li>• Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• PDH values modelled at all times</li> <li>• Demonstrated use of incident management system</li> <li>• Adherence to applicable health care or industry standards</li> <li>• Demonstrated completion of mandatory training</li> <li>• Adherence with PDH policy and procedures</li> </ul>



## KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

### QUALIFICATIONS -

#### ESSENTIAL:

- Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA) via Australian Health Practitioners Regulation Agency (AHPRA)

### EXPERIENCE and/or SPECIALIST KNOWLEDGE -

#### ESSENTIAL:

- Demonstrated ability to practice collaboratively and work effectively as part of multidisciplinary health care team
- Excellent communication, interpersonal, written, verbal and ICT skills
- Understands and embodies person centred care in practice skills that align with AHPRA registration requirements & PDH frameworks, policy and procedures
- Aptitude and willingness to learn new processes and procedures under direction from senior Unit staff
- Demonstrated understanding of the needs, issues and sensitivities of people from diverse backgrounds and cultures

#### DESIRABLE:

- Previous similar experience in District Nursing

#### Other requirements:

- Current employee police check
- Current Working with Children Check
- Current evidence of immunisation history and serology results

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Portland District Health's discretion and activities may be added, removed or amended at any time.*

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## JOB DEMANDS CHECKLIST

Portland District Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions	
<b>I = Infrequent</b>	Activity may be required very infrequently
<b>O = Occasional</b>	Activity required occasionally, not necessarily all shifts
<b>F = Frequent</b>	Activity required most shifts, up to 50% of the time
<b>C = Constant</b>	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
<b>N/A = Not Applicable</b>	Activity not performed

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks			✓		
Standing	Remain standing to perform tasks			✓		
Walking	Periods of walking required to perform tasks			✓		
Bending	Forward bending from waist to perform tasks			✓		
Kneeling	Remain in a kneeling position to perform tasks	✓				
Lifting/Carrying	Light lifting and carrying			✓		
	Moderate lifting and carrying	✓				
	Assisted lifting (mechanical, equipment, person assist)			✓		
Climbing/Working at heights	Ascending and descending ladders, stools, scaffolding					✓
Pushing/Pulling	Moving objects (eg: trolleys, beds, wheelchairs, diagnostic equipment, cleaning equipment)			✓		
Reaching	Arms fully extended forward or raised above shoulder to perform tasks		✓			
Crouching	Adopting a crouching posture to perform tasks	✓				
Foot movement	Use of leg and/or foot to operate equipment (or machinery)		✓			
Head postures	Holding head in a position other than neutral (facing forward) to perform tasks		✓			
Fingers/Hand/Arm movement	Repetitive movements of fingers, hands and arms (eg: computer keyboard, computer mouse, touch screens)			✓		
Grasping/Fine manipulation	Gripping, holding, clasping with fingers or hands				✓	

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Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Driving	Operating a motor powered vehicle (eg: use of hospital cars to undertake duties, making deliveries, ride on mower, forklift, bus etc.)					✓

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Psychosocial Demands</b>						
Shift work	Rotation of shifts on a rostered basis including day, afternoon or night				✓	
Distressed people	Highly emotional people crying, upset, unhappy (eg: emergency or grief situations)			✓		
Aggressive/Unpredictable people	Raised voices, yelling, swearing and arguing (eg: people affected by drugs or alcohol, dementia, mental illness)			✓		
Exposure to distressing situations	(eg: Child abuse, delivering bad news, viewing extreme injuries, viewing deceased)			✓		
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring precautionary measures					✓
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE					✓
Noise	Prolonged and frequent periods of background noise levels which necessitates people raising their voices to be heard					✓
Biological hazards	Exposure to body fluids, bacteria, infectious diseases requiring PPE				✓	
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials					✓
Radiation		✓				

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## Acknowledgement:

I acknowledge that I have received a copy of this position description and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the job demands checklist as attached, understand its content, and agree to work in accordance with the requirements of this position.

I accept that the position description as stated above may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

EMPLOYEE NAME:		
EMPLOYEE'S SIGNATURE:		DATE:
MANAGER'S NAME:		
MANAGER'S SIGNATURE:		DATE: