
Mansfield District Hospital

Position Description

REGISTERED NURSE – VISITING NURSING

Mansfield District Hospital

VALUES & EXPECTED BEHAVIOURS

The Mansfield District Hospital Values & Expected Behaviours are based on the *Application of Public Sector Standards, Fair and Reasonable Treatment Guidelines, Merit in Employment Guideline, Reasonable Avenue of Redress Guidelines and Code of Conduct for Victorian Public Sector Employees.*

We value our Staff and have faith that they will express a positive attitude by actively modelling and promoting our expected behaviours:

Quality

We believe that excellence of service and the provision of high quality, effective and accessible health services will be achieved by working in partnership with other health care providers to plan, strengthen and deliver innovative, cost-effective and integrated health care services.

Behaviours to support value

- Seeking to achieve best use of resources
- Maintaining professionalism in all our interactions
- We will demonstrate openness and fairness when dealing with others
- Use our knowledge and skills to perform our duties to the best of our ability

Integrity

We believe it imperative to be open, honest, transparent and ethical in our decision-making and business transactions to ensure equitable access to a safe, high quality healthcare service is available that upholds and respects the dignity and rights of all stakeholders.

Behaviours to support value

- Providing frank, impartial and timely feedback to requests for information
- Identifying and encouraging best practice in our interactions with colleagues
- Seek to resolve conflict rapidly and constructively
- We will honour confidentiality
- We will treat people equally
- Actively implementing, promoting and supporting human rights
- Making decisions and providing advice on merit without bias, caprice, favouritism or self interest

Support

We believe in providing a fair and equitable environment for our staff that supports access to education and training opportunities, fosters a culture of safety and teamwork, and values the experience and knowledge of all employees.

Behaviours to support value

- Being honest, open and transparent in our dealings with our colleagues
- Using powers responsibly
- Reporting improper or inappropriate conduct
- Identifying and avoiding conflicts of interest in our daily practice.
- We will treat others fairly and objectively considering all relevant facts and applying fair criteria
- Working to clear objectives in a transparent manner
- Our staff will ensure freedom from discrimination, harassment and bullying
- We will use our colleagues' views to improve outcomes on an ongoing basis.
- We will communicate courteously
- Discuss differences in a clear and calm manner
- Refrain from using behaviours that are abusive, intimidating and patronising

Sustainability

We believe that the future of our organization and of our community will only be enhanced by the development of genuine environmental sustainability initiatives.

Behaviours to support value

- Accepting responsibility for our decisions and actions
- Cultivating and maintaining relationships that support the goals of the organization
- Actively implementing, promoting and supporting our values

MANSFIELD DISTRICT HOSPITAL

POSITION DESCRIPTION

1. POSITION DETAILS

Position Title:	Registered Nurse
Classification:	RN YQ1, (dependent on qualifications and years of experience)
Agreement:	Nurses (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2016-2020 or its successor
Salary	As per Award
Hours of Work:	Hours Negotiable
Tenure:	Permanent
Location:	The position will be located the Visiting Nursing Service

2. JOB SUMMARY

This position is responsible for providing comprehensive and high quality and safe nursing care to clients in the home environment rather than in a hospital setting.

The primary role of the visiting nurse is to provide a person centred approach focusing on maximising functional capacity, social participation, improved self-management strategies and coordination of service delivery according to the:

- Commonwealth Home Support Program (CHSP)
- Active Service Model principles(ASM)
- Department of Veteran affairs (DVA guidelines)
- National Safety and Quality Health Service Standards (NSQHSS)

3. REPORTING RELATIONSHIPS

This position reports to the Coordinator, Visiting Nursing Service.

4. KEY ACCOUNTABILITIES**Position Accountabilities:**

- Provide integrated, person centered nursing care to clients within the boundaries of the nurse's education, qualifications and skills.
- Manage a clinical nursing caseload.
- Sensitively establish, maintain and adapt effective therapeutic partnerships with individuals and their caregivers and family that are person centered and therefore address the individual's needs circumstances and preferences. Support client, carer and family participation in decisions in all aspects of the service.
- Monitor the impact of nursing care and maintain ongoing communication with the Clinical Coordinator regarding the health and functional status of individuals.

- Where appropriate act as an advocate for clients and their families, ensuring their opinions are heard and their rights are respected.
- Work collaboratively with all members of the multidisciplinary team to facilitate integrated person-centered care leading to timely and effective client discharge.
- Respect individuals cultural and social norms and their families in actively participate in the hospital's discharge planning processes.
- Recognise the effects that the intimate and intense nature of caring for individuals, their caregivers and families can have on self and other members of the team, and respond effectively.
- Documentation conforms to the legal, funding and organizational requirements.
- Enable the achievement of accountability requirements for the service- such as data collection, clinical documentation and client visit schedules.
- Participate in the Unit's staff meetings, raising any concerns, ideas or suggestions for improvements in the delivery of nursing care to patients/ residents.
- Participate in the organization's quality improvement program.
- Further own education by updating and maintaining skills and knowledge.
- Provide support of palliative care clients on an as needs basis.
- Ensures that the mandatory training requirements of the position are maintained.

Organisation Accountabilities:**Quality & Safety**

- All staff have a direct responsibility to ensure the organisation provides safe and high quality health services. It is also the responsibility of all staff to develop and maintain a working knowledge of the National Safety and Quality Health Service Standards (NSQHSS), Common Community Care Standards and Aged Care Standards relevant to their position.

Consumer Participation

- Ensure the service focus is patient-centred including enabling and encouraging consumers to participate effectively in their treatment and planning, delivery and evaluation of health services.
- Participate and investigate, respond and take corrective action to consumer complaints as required in accordance with MDH's complaint policy.
- Ensure feedback from consumers including complaints and satisfaction
- Foster a culture of patient self management

Occupational Health & Safety

- In order to comply with Occupational Health & Safety Legislation, each employee is required to:
 - Adopt work practices that support the OH&S policy.
 - Take reasonable care for his/her own health and safety and that of others in the workplace that may be affected by their actions.
 - Participate in meetings, fire drills, training and other OH&S activities.
 - Use equipment in compliance with relevant guidelines.
 - Ensure that all incidents, hazardous conditions or injuries are reported immediately to the supervisor or relevant authority

5. KEY PERFORMANCE OBJECTIVES

- Complies with the Nursing Profession's Code of Practice
- Provides high quality, dignified and safe nursing care that meets the client's needs within the boundaries of the nurse's education, qualifications and skills.
- Has a two-way approach that encourages patient participation leading to successful client health outcomes
- Ensures that the privacy, confidentiality and dignity of clients.
- Maintains a competent level of knowledge in the use of all equipment used within the home environment.
- Hospital Policy and Procedure is adhered to at all times, including NO-Lift and Infection Control.
- OH&S legislation is complied with at all times.
- Demonstrates a sound knowledge of emergency procedures
- Demonstrates evidence of contribution to the Unit functioning by means of an identified portfolio.
- Appropriate professional development is undertaken.

6. KEY SELECTION CRITERIA

Essential

- Registered Nurse – current Australian Health Professional Registration Board (AHPRA) registration
- Current Working with Children check
- Current valid driver's licence
- Proven ability to prioritise tasks
- Proven clinical skills in relation to assessment(inclusive of wound management) , care planning, evaluation, referral and advocacy
- Ability to work independently and as part of a multi-disciplinary team
- Evidence of strong interpersonal and communication skills both written and verbal.

Desirable

- Demonstrated knowledge of relevant Commonwealth and State funding programs and policy direction relating to community nursing.
- Advanced clinical knowledge base related to acute health and community based programs
- Awareness of community services issues relevant to rural and isolated areas.

7. PERFORMANCE REVIEW:

A performance review will be conducted within 3 months of appointment, performance reviews will then be conducted annually. The position description will form the basis for the performance appraisal. This is an important opportunity for formal two-way communication regarding your performance, your job, your future development, career management and role in the organisation. It will include setting of objectives and, on occasion, adjustment of the accountabilities expected of you.

If performance does not meet expectations or additional staff development / guidance is required, additional performance review meetings will be arranged. The employee can request additional performance reviews at any time, in writing, to the supervisor.

8. OTHER CONDITIONS

As noted under section 1, hours of work will be negotiated .Because of the need for flexibility to meet our roster obligations; no staff member will be guaranteed shifts on specific days/times.

All hospital staff are required to have a pre-employment police check, which must be renewed every three years. It is organizational policy that staff who do not hold a current police check will be unable to be rostered for duty.

9. RISK ASSESSMENT – Registered Nurse

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

Aspects of Normal Workplace	Frequency	Comments
Work Environment <ul style="list-style-type: none"> Work with the possibility of extended hours Work in locations geographically separated from main facility Working off site which will include working in client homes Traveling or driving in cars 	Constant Occasionally	Core business activity May be away from the workplace
Office area for the completion of reports, computer operation, phone usage, handwriting. Fully adjustable ergonomic equipment is available.	Constant	More than one area within each workplace
Work Activity Manage demanding and changing work loads. Exposure to substances Undertake manual handling of equipment	Intermittent	Atopic individuals are required to declare their condition for individual assessment
Patient Handling A “No-Lift” programme is vigorously supported at Mansfield District Hospital. Daily mobility assessments are required as a minimum. Whenever patient lifting is required the appropriate equipment <u>must</u> be used <ul style="list-style-type: none"> Reaching and stretching (e.g. bed making) more than 30cm Bending forward (e.g. assisting with daily hygiene) Bending forward squatting, assisting with activities of daily living (e.g. dressing) 	Constant Intermittent Intermittent Intermittent	Annual competency training is required Can be spaced out over whole shift but usually only a few minutes at a time
Clerical work Handwriting of reports. Telephone conversations, computer operation which may include data entry	Intermittent	Substantial self management over the duration of each episode
OH&S Management <ul style="list-style-type: none"> Participation in hazard information identification and improvement strategies Correct and safe use of all equipment Correct and safe use of all protective equipment Follow safe working procedures and systems 	Continual Continual Continual Continual	Includes but not restricted to: <ul style="list-style-type: none"> Hazard Reports Electrical equipment Use of gloves Emergency procedures
Work relationships <ul style="list-style-type: none"> Professional interaction with medical, nursing and admin staff Interact with colleagues and other hospital staff Members of the public Patients and relatives 	Continual Continual Continual Continual	
Training <ul style="list-style-type: none"> Manual Handling Emergency Management CPR Attendance at seminars and conferences Include any requirements related to the National Safety & Quality Health Service standards and Community Common Care Standards To attain 20 CPD points annually to maintain AHPRA registration 		No Lift training includes maneuvering equipment (which may be on carpet) May involve lifting 13kg fire extinguishers Involves bending over for short periods of time May involve sitting for extended periods of time

This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's policies and procedures.

Signature.....

Name:

Date: