

POSITION DESCRIPTION

Position Title	District Nurse Grade 3 / Level 2		
Division	Community Services	Unit	District Nursing Service
Campus	Based at Korumburra		
Classification	YU1 – YU2		
Award	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012-2016		
Reports To	Nurse Unit Manager		
Professional Relationships	Nursing and Medical Staff, Allied Health Professionals, Administration Staff, Medical Records Staff, Allied Health Assistants and External Professionals		
Position Approved By	Director of Nursing - Korumburra		

Position Outline:

The position of a District Nurse is a complex and challenging career opportunity within Gippsland Southern Health Service.

The key objective of this position is to support clients and their carers to remain in the security of their home during periods of illness or disability, by providing skilled nursing care and by teaching and encouraging them and their families to retain their independence.

This objective is achieved by adhering to the following core principles;

- Maintaining professional care for clients in a community setting
- Respecting client rights in cooperation with the client and their carer, their representatives and other health professionals
- Providing effective cooperation to Allied Health Practitioners and other District Nurses
- Ensuring care is provided in accordance with GSHS policies and procedures
- Ensuring practice is conducted in a way that supports the Occupational Health and Safety principles of GSHS

Divisional Context:

The Community Services Division at GSHS is a dynamic team of nurses, health professionals, allied health assistants and managers who provide a broad range of community-based services to the South Gippsland Shire, including ;

- District Nursing
- Planned Activity Groups
- Health Promotion
- Social Work
- Gateway (Intake and Assessment)
- Specialist Nursing Programs
- Drug Treatment Services
- Volunteer Coordination
- Disability Services

Health Service Context:

GSHS is a major provider of healthcare in the South Gippsland Shire. GSHS offers a broad range of services that meet the needs of a diverse and sparsely populated area with many small rural communities. With two main acute facilities based at Leongatha and Korumburra, GSHS offers a broad range of specialist, general, acute, subacute, ambulatory, residential aged care and community services.

Although GSHS is made up of a number of sites, they all operate as part of the one organisation and therefore the service profile is informed by the geographical nature of the diverse communities as well as the strategic imperatives of the Department of Health & Human Services.

Vision, Mission and Values:

The Values are detailed in GSHS' Employee Charter and form part of your terms and conditions of Employment as does the Code of Conduct for Victorian Public Sector Employees. GSHS expects all employees to behave in accordance with these requirements at all times whilst employed by the organisation.

Vision
<i>Excellence in Healthcare</i>

Mission
<i>Building a Healthier Community Together</i>

Gippsland Southern Health Service - Values and Behaviours		
Value	Above the Line Behaviour	Below the Line Behaviour
Excellence	<ul style="list-style-type: none">Continuous ImprovementEvidence Based PractiseConsistency of PracticeInnovative PracticeHigh Standards	<ul style="list-style-type: none">Unwilling to ImproveLack of InnovationNon-AdherenceInconsistencyAcceptance
Individuality	<ul style="list-style-type: none">Be TolerantAcknowledge RightsPersonaliseSupport IndividualsPractice Self Care	<ul style="list-style-type: none">Lack of RespectDiscriminatingBeing InconsiderateBeing JudgementalBeing Dismissive
Collaboration	<ul style="list-style-type: none">Value TeamworkInvolve OthersActively ListenAsk and Offer SolutionsSupport Decisions and Change	<ul style="list-style-type: none">Poor CommunicationCriticising OthersBeing NegativeNot OpenWithholding Information
Accountability	<ul style="list-style-type: none">Take ResponsibilitySet Clear ExpectationsManage PerformanceResults FocusedEthically Bound	<ul style="list-style-type: none">Blaming OthersUnethical BehaviourUnderperformingUnreliableShirking Responsibility
Respect	<ul style="list-style-type: none">Respect PeopleRespect PrivacyRespect PropertyRespect ViewsBe courteous	<ul style="list-style-type: none">Being RudeBeing NegativeBeing DisrespectfulBeing unhelpfulDisrespecting Property
Empowerment	<ul style="list-style-type: none">Take InitiativeActively ParticipateAsk QuestionsClarify ExpectationsEmpower Others	<ul style="list-style-type: none">AuthoritarianDiscriminationBlaming OthersNot SharingStifling Development

Qualifications, Technical Skills & Experience:

Essential

- Current practising certificate from the Nurses Board of Victoria
- Registration with Australian Health Practitioner Regulation Agency (AHPRA)
- Experience in/Potential to develop further middle management skills including (but not restricted to);
 - Good Interpersonal and Communication skills
 - Organisational and problem solving skills
 - Time management skills
- Within DNS, take portfolio responsibilities as directed by DNS NUM and provide clinical leadership in a variety of meetings across GSHS.
- Evidence of Ongoing Self Development
- Understanding of ANCI competencies and Codes of Ethics/Professional Conduct
- Current Police Check and Working With Children Check
- Valid Driver's Licence
- Good Computer Skills
- Good Literacy Skills
- A good understanding and awareness of the Active Service Model and Diversity
- Previous experience in a District Nursing Service

Desirable

- Additional Certification / Qualifications in Non-Acute Nursing

Key Responsibilities

CQI	Responsibility / Accountability
Person Centred	<ul style="list-style-type: none"> • Understanding the concepts of the Active Service Model, and applying these to your interactions with clients (doing 'with' the client, not 'for' the client). • Assisting clients to access information needed to support informed decision-making and informed choices in relation to their care/service. • Being aware of the diverse needs of all clients, and understanding the importance of diversity in health care. • Promoting and upholding the provision of quality client care for all people without prejudice. • Maintaining confidentiality at all times, whilst respecting the values, culture, wishes and vulnerability of clients by complying with GSHS Privacy Policies in relation to the obtaining, accessing, security, use and disclosure of private and health information. • Undertaking personal care duties as required in a respectful and confidential manner. • Refraining from engaging in exploitation, misinformation and misrepresentation in regard to health care products and related services. • Recognising and maintaining professional boundaries of the nurse – client relationship. • Conducting oneself in a professional manner at all times. • Adheres to all principles of the State Services Authority and GSHS Code of Conduct. • Assisting the client to identify, documenting and supporting their personal goals for their physical, mental and emotional well-being. • Reviewing goals as per the agreed review dates. • Identifying additional services which the client may require and helping to refer them. • Positively promoting GSHS services to both internal & external customers. • Reporting client problems/concerns promptly to assist effective resolution of complaints. • Identifying and reporting instances of unsatisfactory customer service. • Being able to respond appropriately to directives and guidance of senior staff and Nurse Unit Manager. • Becoming adequately proficient, or working towards those skills/assumed clinical competencies required of a Grade 3 District Nurse. • Undertaking any reasonable task that is requested of you by the Nurse Unit Manager or Senior Management. • Being committed to continual personal and professional development to meet the changing needs of this position, career, GSHS & industry overall, including. <ul style="list-style-type: none"> ○ Attending staff meetings and in-service programs. ○ Maintaining knowledge, competency and skills relevant to the position through participation in the staff development program. This includes ongoing CPD, attending mandatory training (i.e. orientation to the organisation, Occupational Health and Safety, basic/advanced life support, manual handling and fire training). ○ Developing positive communication networks with supervisory staff and co-workers. ○ Identifying personal knowledge gaps with Nurse Unit Manager and working towards bridging these gaps. ○ Reflecting on & critically evaluating own standards of practice and outcomes of care to continually improve and promote delivery of quality care. ○ Actively participating in the annual Performance Development and Engagement process ○ Recognising limitations of practice and experience, and accepting guidance and direction provided by appropriate others. ○ Acting as a positive role model, willing to share knowledge and experience with peers and others. ○ Accept advice, and accounting for the results of actions taken within the scope of Nursing practice, including the exercising of good judgement and sound thinking in the discharge of your duties. ○ Recognising the need for care of self (physical, mental and emotional), and acting to promote same. • Any other portfolio responsibilities as directed by NUM or Senior Management.

CQI	Responsibility / Accountability
Driven By Information	<ul style="list-style-type: none"> • Ensures that all documentation conforms with established professional, organisational and legal standards including those governing the use of abbreviations. • Completes all documentation (administrative and client/carer-related) in a professional, objective and timely manner providing for effective and efficient communication of information. • Assists the NUM in policy/procedure development and revision (portfolio responsibility), making recommendations for change as identified, and ensuring staff compliance. • Participates in relevant quality improvement programs and other health service activities to meet standards. • Is familiar with the quality cycle and GSHS system of accreditation and quality improvement. • Supports the implementation of change to achieve performance improvements in consultation with NUM and Senior Management. • Directly contributes to the in-service program to meet identified learning needs of the nursing team. • Provides clinical leadership advice and support to a range of internal / external meetings (portfolio responsibility). • Contributes to/undertakes nursing research activities. • Assists in the collection of clinical indicator data. • Participates in critical incident reviews. • Conducts sentinel/adverse event analysis. • Demonstrates an understanding of GSHS organisational structure and instruments of delegation. • Uses prescribed GSHS reporting processes and lines of communication to notify of maintenance issues, accidents/incidents, adverse or sentinel events, compliments or complaints or any other issue that may impact on the effective management of patients, ward area and/or the organisation. • In liaison with the Nurse Unit Manager (NUM), plans for and allocates nursing and other resources safely, efficiently & equitably. • Delegates responsibilities/tasks to others appropriately, that is, consistent with their educational preparation, experience, knowledge, and physical/emotional ability ('competence' and 'readiness'). • Maintains the accuracy of the Kronos Time and Attendance System. • Ensures timely completion of documentation relating to roster changes, overtime and unplanned and/or planned absences from work. i.e. sick leave, family leave, compassionate leave and annual leave requests. • Undertakes administrative roles according to delegated clinical/non-clinical portfolio/s. • Supports resource acquisition to enhance patient management and quality service delivery through submission-writing, data collection and research activities. • Instruct and supervise students of nursing in all aspects of District Nursing care. • Supports the NUM in all other administrative matters as required and directed.

CQI	Responsibility / Accountability
Organised for Safety	<ul style="list-style-type: none"> Complies with occupational health and safety processes to ensure a safe work environment for clients, staff and visitors. Assists in the orientation of new personnel to the area of work as required. Identifies hazards as they arise and reports these to the DNS NUM. Attends all mandated safety training as requested by GSHS. Avoids undertaking any work that is reasonably deemed to be hazardous and reporting this to your NUM. Works to support and maintain a safe and therapeutic environment within GSHS for customers and colleagues. Demonstrates and ensures best practice at all times by ensuring that professional skills are regularly updated. Ensures safety standards including safe use of equipment are met. Assisting with internal audits and surveys to monitor quality and safety of care. Practising and being competent with all GSHS emergency and hazard control procedures. Ensuring all equipment is maintained in safe and clean condition. Inspecting all GSHS pool cars for roadworthiness prior to driving (including sufficient fuel for the shift). Driving safely at all times, and ensuring that passengers (clients and staff) are seated and wearing seat belts, and that all objects are secured appropriately. Ensuring that Pre-visit documentation is completed appropriately prior to visiting a client's home. Documenting and reviewing client alerts in the DNS volume and/or CBF. Ensuring communication is available at all times, and outings are confined to areas with significant mobile telephone coverage. Proactively and accurately identifying those situations requiring assistance from other staff or medical staff and acting accordingly. Maintains DNS Departmental Risk Register (portfolio responsibility) each month.

Additional Requirements:

To ensure a healthy and safe environment for everyone, smoking is not permitted on GSHS grounds, buildings or vehicles.

All staff are required to provide a current National Police Records Check prior to commencement. A Working with Children Check may also be required for particular positions.

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 GSHS' discretion and activities may be added, removed or amended at any time.

Sign-off to verify agreement with this Position Description:

Incumbent		Date	
Manager		Date	