

## POSITION DESCRIPTION

<b>Position Title</b>	<b>District Nurse Grade 3 / Level 2</b>		
<b>Division</b>	Community Services	<b>Unit</b>	District Nursing Service
<b>Campus</b>	Based at Korumburra		
<b>Classification</b>	YU1 – YU2		
<b>Award</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012-2016		
<b>Reports To</b>	Nurse Unit Manager – District Nursing Service		
<b>Position Approved By</b>	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	Mission
<i>Excellence in Healthcare</i>	<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"><li>Continuous Improvement</li><li>Evidence Based Practise</li><li>Consistency of Practice</li><li>Innovative Practice</li><li>High Standards</li></ul>	<ul style="list-style-type: none"><li>Unwilling to Improve</li><li>Lack of Innovation</li><li>Non-Adherence</li><li>Inconsistency</li><li>Acceptance</li></ul>
Individuality	<ul style="list-style-type: none"><li>Be Tolerant</li><li>Acknowledge Rights</li><li>Personalise</li><li>Support Individuals</li><li>Practice Self Care</li></ul>	<ul style="list-style-type: none"><li>Lack of Respect</li><li>Discriminating</li><li>Being Inconsiderate</li><li>Being Judgemental</li><li>Being Dismissive</li></ul>
Collaboration	<ul style="list-style-type: none"><li>Value Teamwork</li><li>Involve Others</li><li>Actively Listen</li><li>Ask and Offer Solutions</li><li>Support Decisions and Change</li></ul>	<ul style="list-style-type: none"><li>Poor Communication</li><li>Criticising Others</li><li>Being Negative</li><li>Not Open</li><li>Withholding Information</li></ul>
Accountability	<ul style="list-style-type: none"><li>Take Responsibility</li><li>Set Clear Expectations</li><li>Manage Performance</li><li>Results Focused</li><li>Ethically Bound</li></ul>	<ul style="list-style-type: none"><li>Blaming Others</li><li>Unethical Behaviour</li><li>Underperforming</li><li>Unreliable</li><li>Shirking Responsibility</li></ul>
Respect	<ul style="list-style-type: none"><li>Respect People</li><li>Respect Privacy</li><li>Respect Property</li><li>Respect Views</li><li>Be courteous</li></ul>	<ul style="list-style-type: none"><li>Being Rude</li><li>Being Negative</li><li>Being Disrespectful</li><li>Being unhelpful</li><li>Disrespecting Property</li></ul>
Empowerment	<ul style="list-style-type: none"><li>Take Initiative</li><li>Actively Participate</li><li>Ask Questions</li><li>Clarify Expectations</li><li>Empower Others</li></ul>	<ul style="list-style-type: none"><li>Authoritarian</li><li>Discrimination</li><li>Blaming Others</li><li>Not Sharing</li><li>Stifling Development</li></ul>

## Key Responsibilities

- 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.
- Undertaking personal care duties as required in a respectful and confidential manner.
- Recognising and maintaining professional boundaries of the nurse – client relationship.
- 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.
- 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.
- Ensures that all documentation conforms with established professional, organisational and legal standards including those governing the use of abbreviations.
- 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.
- 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.
- 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').
- 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.
- Instruct and supervise students of nursing in all aspects of District Nursing care.
- Assists in the orientation of new personnel to the area of work as required.
- 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.

## Key Selection Criteria

### Mandatory

- Registration with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse.
- 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, Working With Children Check and NDIS Worker Screening 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

#### Nursing Capabilities

Mapped to the Nursing and Midwifery Board of Australia Standards for Practice for the Registered Nurse.

**Standard 1:** Thinks critically and analyses nursing practice

**Standard 2:** Engages in therapeutic and professional relationships

**Standard 3:** Maintains the capability for practice

**Standard 4:** Comprehensively conducts assessments

**Standard 5:** Develops a plan for nursing practice

**Standard 6:** Provides safe, appropriate and responsive quality nursing Practice

**Standard 7:** Evaluates outcomes to inform nursing practice

#### OH&S

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of their own health and safety, to comply with GSHS OH&S policies and procedures and to participate in appropriate safety education and evaluation activities.

#### Policies & Procedures

It is everybody's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All GSHS policies and procedures can be accessed on the intranet site.

#### Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. PCC is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff are required to adhere to these principles.

#### Values & Conduct

Staff are required to comply with GSHS Employee Charter. The way we behave in the workplace and the manner in

which we undertake our job is as important as how we perform the tasks for our role. We expect that all staff will embrace GSHS' Employee Charter and demonstrate these in their daily work.

GSHS operates under the Code of Conduct for Public Sector Employees. This Code of Conduct, together with any professional Code of Conduct relevant to the role being performed, form part of each employee's conditions of employment and it is expected that all staff will familiarise themselves and comply with this Code of Conduct and those relevant to the role they perform at GSHS.

### **Child Safety**

GSHS is a Child Safe organisation. The GSHS Child Safe Policy and Procedure applies to all staff, volunteers, students and contractors of GSHS. GSHS staff will:

- Protect and promote the health, safety and well-being of all children.
- Recognise vulnerability and identify risk and harm to children early.
- Respond appropriately, effectively and in a timely way to reduce risk and support children and their families to achieve improved outcomes.
- Promote culturally competent and responsive health care.
- Work together with families, community services providers and the statutory system in the best interests of children (DHHS Healthcare that Counts Guiding Principles, 2017).

### **Violence & Aggression**

GSHS seeks to promote a safe and inclusive workplace and community that are free from all forms of violence and aggression. GSHS staff:

- Are aware that supports are available for GSHS staff and volunteers who may be experiencing family violence.
- Identify, respond to and support consumers impacted by family violence as guided by organisational procedures.
- Identify, report and access support in relation to incidents of occupational violence and aggression.

### **Diversity & Inclusion**

GSHS is an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of race, religion, colour, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

### **Risk Management**

GSHS supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

- Contribute to effective risk management within their area of influence.
- Adhere to organisational risk management policy and procedures.
- Assist in fostering a risk-aware culture and ensure that any staff members in their supervision understand their responsibilities.
- Identify new and emerging risk.
- Contribute feedback to risk management review processes.

### **Professional Development & Performance Management**

Ensures best practice at all times by ensuring that professional skills are regularly updated and mandatory competencies are maintained in accordance with GSHS Policy.

It is a condition of employment that staff participate in the performance review program in accordance with the parameters set out in GSHS policy and procedures.

### **Quality Improvement**

Each staff member has a responsibility to participate and commit to ongoing quality improvement activities.

### **Clinical Supervision**

GSHS' participates in programs designed to provide students with on-the-job training whilst being supervised by an appropriately skilled person. All staff of GSHS are required to provide such supervision from time-to-time.

Registered Health Professionals are required as part of their status as registered Health Professionals to provide

clinical supervision from time to time, whether recognised as part of their job responsibilities or not. GSHS expects that the highest standards of best practice will be applied at all times where staff are required to provide clinical supervision to either staff or students.

### Privacy & Confidentiality

All GSHS Employees are required to comply with the provisions of the Privacy & Confidentiality Policy and any legislative requirements detailed in the Federal Privacy Act, 1988, the Health Records Act 2001, Section 141 of the Health Services Act Victoria, 1988 and the Freedom of Information (Amendment) Act, Victoria 1999.

All staff are required to read, understand and sign the Confidentiality and Privacy Agreement that sets out specifically what is required, upon commencement of employment. These provisions form part of the terms and conditions of employment and any breach will be subject to disciplinary action as per the Performance Development and Discipline Policies, along with the relevant Enterprise Agreement.

### 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 (all “Risk Assessed Roles” must provide a valid Working with Children Check)

All “Risk Assessed Roles”, in accordance with the National Disability Insurance Scheme (Practice Standards – Worker Screening ) Rules 2018, must provide an NDIS Worker Screening Check prior to commencement. If the Worker Screening Check has been applied for, but not issued prior to commencement, a written Risk Management Plan, that includes direct supervision, must be in place until such time the NDIS Worker Screening Check is issued.

In addition, all staff undertaking “Risk Assessed Roles” must complete the NDIS Worker Orientation Module, “Quality, Safety and You”, available online through the NDIS Quality and Safeguards Commission.

All “Risk Assessed Roles” are listed on the NDIS Worker Screening Database and notified to individuals via their employment offer.

*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	