

Position Description

Form no: 5.0.4

POSITION	DISTRICT NURSE	PD No:
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PURPOSE	The District Nurse is responsible and accountable for the co-ordination of the day to day activities of the District Nursing Service.
Location	Office in Rutherglen providing services in Rutherglen, Chiltern and surrounding areas
Responsible to	Team Leader Primary Care
Team/work area	Indigo North Health – Primary Care
Supervises and supports	Nil
Conditions of employment and remuneration	According to the Nurses & Midwives (Victorian Public Sector Services) (Single Interest Employers) Enterprise Agreement 2016/2020 and Contract of Employment YU2
EFT	Casual
Employment Mode	Includes weekends
Probation period	6 months
Document Version	V02

Organisational context	<p>Indigo North Health Inc is situated in the northern catchment of Indigo Shire with offices in Rutherglen and Chiltern. Indigo North Health Inc is a public not for profit health service.</p> <p>We provide services in</p> <ul style="list-style-type: none"> • Residential Aged Care • Retirement Village Living • Community Health • Children’s Services <p>We seek to promote the health and well-being of communities and individuals within our catchment. We do this by:</p> <ul style="list-style-type: none"> • We treat our clientele as we would like to be treated • We treat our colleagues as we would like to be treated • We provide the standard of service to the level that we would like to receive <p>INH Code of Conduct governs required behaviours and actions</p>
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Vision	Indigo North Health will play a pivotal role in assisting communities and individuals to achieve the best possible health outcomes.	
Mission	Promote the health and well-being of communities and individuals	
Values	The health of individuals and the strength and vitality of their communities is fundamentally important to INH. It forms the basis of our strategic direction and underpins our decision-making process.	
Key Strategic Goals	<ol style="list-style-type: none"> 1. Enhance the health of the community through the principles of equity, person-centred care and community engagement 2. Strengthen external relationships in order to better respond to community need. 3. Promote a culture of research and learning 4. Conduct organisational business in accordance with relevant best practice principles 5. Commit to child safety 	
Role/Position Summary	The District Nurse is instrumental in the provision of nursing care in the client's home. The District Nurse, plans, implements and evaluates complex care, while acting as an advocate for the clients, as required. The District Nurse functions in accordance with their scope of practice and in accordance with relevant Acts, Principles, policies and procedures.	

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KEY SELECTION CRITERIA	<p>Essential:</p> <ul style="list-style-type: none"> • Registered Nurse Division 1 with current registration in accordance with the Health Practitioner Regulation National Law Act 2009. • Broad knowledge and experience of the Aged Care Industry and Aged Care Act 1997 • A proven commitment to person centred care • A sound understanding of the physical, social and emotional needs of aged persons • Current Drivers licence • Wound management skills • Computer literacy • Knowledge of Home and Community Care (HACC) Program, Post Acute Care (PAC), Hospital in the Home (HITH), Palliative Care, Department of Veteran Affairs (DVA) • Demonstrated commitment / experience in the development and implementation of evidence-based health promotion, action and evaluation
PHYSICAL STANDARDS (approximate)	<ul style="list-style-type: none"> • Walk / Stand 20% of the time. • Sit for documentation 30% of the time. • Bend, squat up to 40% of the time • Computer keyboard duties – daily • Driving from work site to client home and return to worksite 10% of the time
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • Participates in strategic and operational planning process and implements strategies relevant to the department within defined timeframes • Responsible for the efficient and effective management of material and fiscal resources for the department according to the budget and delegated authority. • Monitors the safety of staff, and clients and initiates action to eliminate/reduce the associated identified risks. • Ensures rights and responsibilities, of the department’s clients are upheld, follows up concerns raised by clients or their families and plans ongoing reviews with the family of the care provided. • Coordinates professional care practice for the department including assessment, care planning, the delivery of person centred client care according to individual care plans and documented policies and procedures and the review/evaluation of the effectiveness of strategies/interventions in partnership with clients/representatives. • Completes accurate and timely District Nursing Service documentation. • Plans, allocates and delegates duties to staff according to their experience, competence and scope of practice • Ensures the safe administration of medication, including the appropriate delegation to and supervision of medication endorsed Enrolled Nurses. • Coordinates and conducts quality improvement activities relevant to the department and reports the outcomes including the follow up of incidents and improvement forms related to the unit, trend analysis, practice reviews, product evaluation and internal assessments and participation in

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	benchmarking exercises		
REPORTING REQUIREMENTS	Provides reports to the Primary Care Team Leader and others as required and appropriate. Reports any exceptions to Primary Care Team Leader.		
PERFORMANCE APPRAISAL	Performance evaluation will be undertaken prior to completion of the probation period, at 3 and 6 months and then annually thereafter with the Primary Care Team Leader		
Key Performance Indicators (KPIs) and Measurements	Performance Criteria		Monitoring Process/es
PROFESSIONAL CONDUCT	Demonstrates a high standard of professional conduct; and acts in accordance with the standards required under Health Professionals Regulation National Law Ensures adherence to the National Privacy Principles and INH policies in relation to privacy and freedom of information Ensures adherence to Aged Care Principles in accordance with the Aged Care Act Works within the Policies & Procedures of Indigo North Health Inc.		<ul style="list-style-type: none"> • Maintains current Nursing Registration • Operates in accordance with RN Competency Standards • Operates in accordance with RN Code of Conduct • Compliance with Aged Care Principles • Performance Review

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Key Result Area (KRA)	Performance Criteria	Monitoring Process/es
<p>QUALITY & RISK MANAGEMENT</p> <p>VHIMS</p>	<ul style="list-style-type: none"> • Provides competent service in accordance with the organisation’s documented policies and procedures and legislative requirements relevant to role. • Participates in the risk management program and contributes to a clean, safe work environment to ensure health and safety of clients/residents/visitors, other staff/volunteers and self. • Actively utilises the VHIMS Victorian Hospitals Incident Management System in place at Indigo North Health Inc. • Reports immediately any equipment or situation which has the potential to be a health and safety issue. • Participates in problem solving processes to resolve health and safety issues. • Actively participates and contributes to Quality Activities which promote quality improvement to service provided, such as meetings, working parties, ongoing education, review of procedures, evaluation of new products and equipment. 	<ul style="list-style-type: none"> • Incident Reporting Process • Internal Assessment System • Performance Review • Organisational Quality and Risk Management Plan Active department participation in Safe Practice committee • Monitoring and evaluation of incidents • Compliance with INH health and safety policies • Compliance with Aged Care Principles • Performance Review Quality Activity reports • Action plans arising from meeting minutes

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Key Result Area (KRA)	Performance Criteria	Monitoring Process/es
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Maintains own knowledge and skills through participation in in-service and continuing education, including compulsory organisational education, • Membership of relevant professional group/s, association/s and or network group. • Achievement of annual training objectives that are completed as part of Performance Review to promote personal and professional development 	<ul style="list-style-type: none"> • Completion of annual training objectives • Completion of compulsory education • Performance Review
EFFICIENT & EFFECTIVE MANAGEMENT	<ul style="list-style-type: none"> • Ensure systems and evidence are in place that demonstrate competence and with accepted practice for District Nursing in particular Department of Veteran Affairs (DVA), Home and Community car (HACC), Hospital in the Home (HITH), Palliative Care and Post Acute Care • Timely progress toward meeting strategic plan objectives relevant to the unit • Preceptors to students • Ensuring there are adequate supplies and equipment to provide care to clients and that Imprest levels are monitored and adjusted accordingly • Action is evident toward eliminating/reducing identified risks to increase the safety of staff, clients/carers and students • Develop and work within a team environment and interact with Medical and other community based providers. 	<ul style="list-style-type: none"> • Monthly reporting against strategic objectives • Internal Assessment system • ACFI validation visits • Performance Reviews of staff • Monthly Profit and Loss statement • Employee feedback mechanisms

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PROFESSIONAL CARE PRACTICE	<ul style="list-style-type: none"> • Complex nursing procedures occur according to contemporary practice and policies and procedures such as: complex care planning, complex pain management, complex wound management. • Individual client care plans are documented based on assessment information and monthly evaluation of care plans in partnership with client/carers and other relevant health care team members • Appropriate and timely follow up of exceptions to client care plans • Safe administration of medication according to documented procedures and legislative requirements including the appropriate delegation to and supervision of medication endorsed Enrolled Nurses and Personal Care Attendants. • Ongoing staff annual competencies are current, planned and completed. 	<ul style="list-style-type: none"> • accreditation standards • Compliance with INH policies and procedures • Operates in accordance with RN Competency Standards • Compliance with Aged Care Principles