

Role Description

POSITION:	District Nurse	PD No:	
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Purpose:

The District Nurse is instrumental in the provision of a broad range of home based nursing care in the client's home or another suitable environment.

The position plans and implements coordinated care, evaluates complex care whilst acting as an advocate for clients, carers and families.

The District Nurse functions in accordance with their scope of practice and in accordance with relevant Acts, Principles, Policies and Procedures.

Key Selection Criteria:**Mandatory Qualifications:**

- 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
- Complex wound management skills
- Computer literacy
- Knowledge of **CHSP** (Commonwealth Home Support Program) **STS** (Short Term Support) **HITH** (Hospital in the Home) Palliative Care, Department of Veteran Affairs (DVA). **CVAD** (Central Venous Access Devices) Chemotherapy Disconnection. Catheter care – including changes of **SPC** (Supra Pubic Catheters)
- Demonstrated commitment / experience in the development and implementation of evidence-based health promotion, action and evaluation
- Well developed communication and interpersonal skills
- Demonstrated ability to articulate clear decision making process
- Provide leadership and foster relationships with G.P's and other external providers.
- Influenza Immunisation annually (Exemption will only be accepted with a letter from your General Practitioner).
- COVID 19 Immunisation
- Current NDIS Worker Screening Check

Conditions of employment: Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024.

Responsible to: Nurse Unit Manager

Main responsibilities:

- 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 benchmarking exercises.

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Reporting requirements:

- Provides reports to the Nursing Unit Manager and others as required and appropriate.
- Reports any exceptions to Nurse Unit Manager

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 Nurse Unit Manager

Key Results Areas (KRAs) and performance criteria

1. CONDUCT

- 1.1 Demonstrates a high standard of professional conduct; and acts in accordance with the standards required under Health Professionals Regulation National Law
- 1.2 Ensures adherence to the National Privacy Principles and INH policies in relation to privacy and freedom of information
- 1.3 Ensures adherence to Aged Care Principles in accordance with the Aged Care Act
- 1.4 Works within the Policies & Procedures of Indigo North Health Inc.

2. QUALITY & RISK MANAGEMENT

- 2.1 Provides competent service in accordance with the organisation’s documented policies and procedures and legislative requirements relevant to role.
- 2.2 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.

3. VHIMS

- 3.1 Actively utilises the VHIMS Victorian Hospitals Incident Management System in place at Indigo North Health Inc.
- 3.2 Reports immediately any equipment or situation which has the potential to be a health and safety issue.
- 3.3 Participates in problem solving processes to resolve health and safety issues.
- 3.4 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.

4. KNOWLEDGE & SKILLS

- 4.1 Maintains own knowledge and skills through participation in in-service and continuing education, including compulsory organisational education,
- 4.2 Membership of relevant professional group/s, association/s and or network group.
- 4.3 Achievement of annual training objectives that are completed as part of Performance Review to promote personal and professional development

5. EFFICIENT & EFFECTIVE MANAGEMENT

- 5.1 Ensure systems and evidence are in place that demonstrate competence and with accepted practice for District Nursing in particular Department of Veteran Affairs (DVA), Commonwealth Home Support Program (CHSP), Hospital in the Home (HITH), Palliative Care , STS (Short Term Support)
- 5.2 Timely progress toward meeting strategic plan objectives relevant to the unit
- 5.3 Preceptors to students
- 5.4 Ensuring there are adequate supplies and equipment to provide care to clients and that Imprest levels are monitored and adjusted accordingly
- 5.5 Action is evident toward eliminating/reducing identified risks to increase the safety of staff, clients/carers and students
- 5.6 Develop and work within a team environment and interact with Medical and other community based providers.

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6. PROFESSIONAL CARE PRACTICE

- 6.1 Complex nursing procedures occur according to contemporary practice and policies and procedures such as: complex care planning, complex pain management, complex wound management.
- 6.2 Individual client care plans are documented based on assessment information and evaluation of Care Plans as agreed by clients and in partnership with client/carers and other relevant health care team members
- 6.3 Appropriate and timely follow up of exceptions to client care plans
- 6.4 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.
- 6.5 Ongoing staff annual competencies are current, planned and completed.

7. NATIONAL DISABILITY INSURANCE SCHEME (NDIS)

- 7.1 Working knowledge of, and compliance with, National Disability Insurance Scheme Act 2013 and NDIS Code of Conduct
- 7.2 Completion of NDIS Worker Orientation Module
- 7.3 Promote a supportive and positive working environment for NDIS participants

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Physical Demand Analysis	Type of Work: A = Administrative C = Care S = Services		
	Frequency: Continuous (C) = 75% to 100% of the shift Frequent (F) = 25% to 75% of the shift Infrequent (I) = 0% to 25% of the shift Note: Assistive technology will be considered on an individual basis.		
Physical demand	Frequency for type of work		Description
		C	
Standing and Walking		F	Standing and walking are major requirements for carrying out tasks and are required for movement around the facility. The ability to fully use both legs on variable surfaces is required.
Sitting		F	Sitting is required when carrying out documentation or administrative tasks.
Climbing		I	Climbing is required to go up and down stairs and steps. Requires body agility and the ability to use both legs and feet and hands/arms to use hand rails. A lift is available to move from one floor to another.
Balancing		C	Balancing is required to maintain body steadiness to prevent falling when walking, standing, crouching and/or lifting whilst carrying out task requirements.
Lifting and carrying		F	Lifting and carrying is required in the movement of objects around the facility including movement from lower to higher and/or horizontally and/or place to place. The ability to fully use both arms and hands is required.
Pushing and Pulling		F	Pushing and pulling objects around the facility including but not limited to trolleys, wheeled chairs and manual handling equipment.
Bending & Crouching		F	Bending at waist level whilst carrying out tasks is required. Ability to crouch to floor level when required.
Kneeling		I	Kneeling can be required whilst carrying out tasks.
Reaching & stretching		F	Reaching and stretching is required in carrying out tasks, and in the movement of objects within the facility.
Twisting		F	Twisting may be required in carrying out tasks. The ability to reach in all directions and to twist at the waist is required.
Grasping/ Finger Movement		F	Grasping and fine finger movement is required to hold objects. The ability to do repetitive motions with hands, wrists and fingers is required.
Handling and Feeling		C	Finger dexterity and hand-eye coordination, along with full hand and wrist movement is required. The ability to distinguish the features of objects by touch, particularly with the fingertips is required.
Talking & Communicating		C	Talking and communicating is required to carry out tasks. An excellent understanding of the English language and the ability to communicate effectively is required.
Hearing		C	Hearing and the ability to interpret what is being heard is required to carry out tasks. Ability to maintain hearing acuity, with correction, if required.
Vision		C	Vision and ability to recognise objects to determine depth perception, to discriminate between colours and read documents is required to carry out tasks. Ability to maintain 20/40 vision using correction, if required.
Smelling		F	Ability to distinguish odours and identify hazards is required when carrying out tasks.
Repetitive Motions		I	Repetitive motions of the wrists, hands or fingers are required when carrying out tasks.
Driving		I	Driving from work site to client home and return to worksite 10% of the time.

I(Please Print) have read and understand the Position Description requirements including the Physical Demands and agree that I have the capacity to do this position. I agree to follow the requirements set out in the position description and understand that the information provided is a general outline and may not include every aspect of the position.

Signature: _____ **Date:** _____