

# POSITION DESCRIPTION



Position Title:	Registered Nurse
Award:	Hobart District Nursing Service Inc. Nurses Agreement 2014
Classification:	Level 2
Reporting to:	Director of Care
Date Approved:	
Approved By:	Kim Macgowan, Chief Executive

## ORGANISATIONAL PURPOSE

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The District Nurses (TDN), founded in 1896, is an autonomous, non-government, not for profit organisation providing general and specialist nursing care, personal care and domestic support to the frail elderly, the younger disabled and their carers residing within the community. With a Primary Health Care focus, our service is structured to assist the individual to remain within their own home environment and reduce the occurrence of premature or inappropriate admission to long term residential care. As well as the provision of care to Home and Community Care (HACC) clients, TDN services the Veteran Community and a variety of brokerage clients. We are committed to the delivery of a collaborative, holistic quality service tailored toward the individual client's needs. TDN is the second oldest nursing service in Australia and is a not for profit, non-government organisation.

## OUR VISIONS AND VALUES

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- To provide the right care to the right client at the right time, in a manner that is consultative, inclusive and timely to our clients, their families and carers.
- To maintain a primary health care focus in the delivery of all services

## POSITION OBJECTIVES

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- The key purpose of this role is to undertake a variety of general nursing duties under the direction of the Clinical Nurse Manager and the Director of Care, including assessment, case management, medication and wound care to ensure appropriate care for clients in accordance with TDN Mission Statement.
- To work in accordance with the mission, vision, values and care principles of The District Nurses, evidence based best practice guidelines, funding agreements and legislative requirements.

## COMMON RESPONSIBILITIES

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### Client Centred Care

- According to client needs provide comprehensive assessment, care planning, monitoring and review to ensure client's health care needs are met and quality of life promoted.
- Utilise knowledge base and evidence based practice to make sound clinical decisions based on assessed information.
- Able to demonstrate knowledge and ability in best practice for clinical specialty areas including:

- Continence management
- Diabetes management
- Palliative care
- Case management
- Wound management
- Build relationships with families and significant others which promote inclusion, participation and partnerships in care.
- Seek multi-disciplinary and intersectorial collaboration in the delivery of high quality health care in accordance with the client's individual care needs, organisational policies and evidence based best practise guidelines.
- Exercises sound judgement when determining an individual's ability to remain safely within their home environment.
- Act as advocate when client needs dictate.

### **Documentation**

- Maintain legally documented nursing records, ensuring continuity of care, confidentiality and application of research data where appropriate.
- Advanced time management skills.
- Maintain appropriate records and documentation in accordance with the quality standards framework and organisational policies and procedures.

### **Leadership**

- Build and maintain professional relationships and networks through ongoing liaison with all health practitioners, health service providers, and other service providers on an ongoing basis.
- Acts as a role model and mentor for students, colleagues and beginning practitioners.
- Ongoing participation in quality improvement activities by attending handover, committee membership, in-services, attendance at staff meetings and other quality forums.
- Acts as a clinical resource person, providing guidance and support to health care providers in the practice setting.
- Accepts accountability and responsibility for the efficient and effective provision of nursing care in the practice setting, and for delegation of care.

### **Culture**

- Promote and develop a culture within the team that reflects the values and care principles of The District Nurses.
- Trial and implement innovative approaches to care provision.
- Works autonomously within the practice setting with direction, guidance and support received from the Clinical Nurse Manager.
- Ability to work without direct supervision, but within a directed framework.
- Ability to communicate with personnel from diverse backgrounds.
- Ability to cooperate and communicate with supervisors and colleagues and perform in a professional manner, regardless of the circumstances.

### **Workplace Health and Safety**

Maintain a safe and healthy workplace and demonstrate leadership through active participation in OHS through:

- Consultatively identify and implement strategies to improve OHS.
- Managing hazards ensuring control measures are implemented in accordance with the hierarchy of control.
- Reporting of incidents, hazards and near misses.
- Works within the OHS Guidelines and legislative framework.

## KEY RESPONSIBILITIES

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### Client Rights

- Generate and maintain a trusting relationship with clients which includes protecting confidentiality, privacy, individual choice and decision making.
- Adopt a client focused practice, ensuring diversity and equity in service delivery, accommodating any special, cultural or linguistic needs that have been identified.
- Assist clients to achieve maximum independence by meeting needs including personal, emotional, psychological, and cultural and spiritual.

### Communication

- Communicate effectively and appropriately with:
  - Client, their family, friends and associated professional workers by;
    - Using the most appropriate strategies
    - Responding in a timely manner
    - Respecting privacy
    - Following the client's wishes
    - Referring on where appropriate
    - Assisting with complaints
  - Colleagues and Managers:
    - Maintaining open lines of communication
    - Respecting the chain of command

### Administration:

- Be familiar with and comply with organisational policies and procedures.
- Ensure relevant information is recorded and maintained.
- Ensure security, privacy and confidentiality of all records.
- Familiarity with office based equipment, faxes, phones, printers.

### Organisational Development and Quality Improvement:

- Support and contribute to the continuous improvement process.
- Be supportive of the Organisation's strategic direction and provide input when requested.

### Team Responsibilities:

- Contribute to the team by sharing information, working co-operatively and supporting colleagues to achieve team and organisational goals.
- Attend and contribute to staff meetings and education sessions.

## KEY BEHAVIOUR REQUIREMENTS

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All TDN employees must abide by the TDN *Code of Conduct*. In addition to this, employees will undertake their duties in a manner that supports the Organisation's mission and values through demonstrating:

- **Integrity:** Honesty, open and transparent, admit mistakes, maintain confidentiality, fairness, builds trust
- **Compassion:** Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
- **Accountability:** understands roles, uses resources wisely, delivers on time, timely decision making, achieves goals, takes responsibility for performance
- **Respect:** Builds relationships, courteous, listens and understands, gives and receives, provides feedback, sensitivity and understanding, values difference and individual worth
- **Excellence:** supports creativity and innovation, proactive and solution focused, seeks out opportunities, embraces quality improvement, professionalism

## **ORGANISATIONAL RELATIONSHIPS**

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**Reports to:** Director of Care

## **ESSENTIAL REQUIREMENTS**

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Evidence of the following must be provided prior to appoint to the position:

- National Police Conviction Check
- Pre-employment Medical
- Current drivers license
- Registration with AHPRA
- Ability to provide evidence of professional development activities in order to accumulate CPD (continuing professional development) points.

## **SELECTION CRITERIA**

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- Registration with AHPRA.
- Current driver's licence with a demonstrated safe driving history
- Demonstrated knowledge of safe work practices.
- Good time management skills and ability to follow care plans
- Good interpersonal skills and empathy for the elderly and younger disabled
- Awareness of special needs including cultural and linguistic concerns
- Commitment to ongoing professional development
- Computer literacy

## **WORKING ENVIRONMENT**

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TDN is committed to providing the highest levels of healthcare and services, and values equity and diversity with a zero tolerance policy on discrimination. We also value initiative, flexibility, creativity, teamwork, our code of conduct, workplace health and safety, performance management and development and the capacity to make a difference.

TDN is a smoke free environment with smoking also prohibited in our vehicles.

