

# POSITION DESCRIPTION



Position Title:	Nursing Team Leader – South
Award:	Hobart District Nursing Service Inc. Nurses Agreement 2020
Classification:	Nursing Team Leader
Reporting to:	Clinical Manager
Date Approved:	22/02/2021
Approved By:	Chief Executive Officer

## **ORGANISATIONAL PURPOSE**

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The District Nurses has been delivering in home community health care to Tasmanians for over 120 years maintaining a primary healthcare focus in all our services.

We are a not for profit, charitable organisation that is not affiliated with any residential age care service or religious organisation.

Our Purpose “Committed to Care” reflects our overarching intent which is to provide the right care to the right client at the right time in a manner which is consultative and inclusive of all our clients, their families and carers.

Our services utilise a wellness approach which builds on the strengths and capacities, abilities and goals of the consumer and places emphasis on the supports necessary to regain or retain these abilities.

Each consumer is supported to make decisions about their own care, who is involved and connected in their care and the way their decisions are communicated

Our services aim to maximise consumer independence and autonomy and also maintain or improve health and wellbeing.

The District Nurses (TDN) deliver services through the Commonwealth Home Support Program (CHSP) and Home Care Packages Program (HCP), the Home and Community Care Program (HACC), The Department of Veterans Affairs (DVA) Nursing and Home Care and a number of private brokerage contracts.

## OUR VISIONS AND VALUES

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Our vision is to be Tasmania's most trusted community healthcare provider

We adhere to the following values in our day to day operations:

- Commitment
- Equality
- Trust
- Versatility
- Excellence
- Transparency

## POSITION OBJECTIVES

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To ensure TDN Consumers are supported in a partnership in the ongoing assessment and planning process that enables them to get the care and services they need to maintain their health and connections in the community.

- Provide day to day operational oversight of the Nursing staff schedules, allocations and roster replacements for unexpected leave.
- Liaise with Care Coordination and APS Scheduling to enable safe and appropriately skilled staff are scheduled
- Communicate with both internal and external stakeholders to enable service delivery referrals, communications and consumer health care related matters are professional and match the values of TDN.
- Identify and provide information to consumers that reflects an improvement to safety, effectiveness and consistency of their care
- Apply a Continuous Improvement approach to The District Nurses service delivery and program development/management,
- Maintain up-to-date knowledge and information on Commonwealth funded programs: Home Care Support Program, Home Care Package and Short Term Restorative Care Program operational practices.
- Understand the application of Aged care Quality Standards to the day to day clinical practices
- Be actively involved with quality review for the programs ensuring that documentation and processes meet compliance
- Ensure that all clients' confidential information, admissions, assessments, care plans and agreements are correctly completed and recorded and stored securely.
- Assist in the investigation of Riskman incidents, Feedback, or enquiries relating to Southern Tasmania consumers, ensuring responses are made in a timely manner and outcomes for improvement are disseminated
- Assists Clinical Manager with facilitation of regular Southern Team meetings / workshops for the purpose of training, education, networking and the development of best practice services initiatives.
- Project Work as required by Clinical Manager or TDN Executive

## 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 Organization'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, and embraces quality improvement, professionalism.

## **ORGANISATIONAL RELATIONSHIPS**

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**Reports to:** Clinical Manager

## **ESSENTIAL REQUIREMENTS**

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

- Registered Nurse with current and unrestricted registration with AHPRA
- National Police Conviction Check
- Pre-employment Medical
- Current Australian driver's license
- Working with Vulnerable People Card

\*In addition, evidence of annual influenza vaccination

## **DESIRABLE REQUIREMENTS**

Community Nursing Experience or experience in a relevant or similar service delivery area,

## **SELECTION CRITERIA**

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1. Demonstrated knowledge and /or experience of clinical nursing in the community/ primary health sector reflective with the Nursing and Midwifery Board of Australia (NMBA) RN Standards of Practice
2. Demonstrated knowledge and sound consumer directed care experience
3. Ability to incorporate the Aged care Quality Standards in the clinical nursing environment
4. Demonstrated ability to manage, develop and lead a clinical nursing I team, working within in a dynamic changing environment with competing priorities.
5. Demonstrated highly refined communication and interpersonal skills with high level of written and electronic skills including the ability to use a variety of technology and programs
6. Knowledge and experience with Safety, Quality and Risk and ability to initiate Continuous Improvement programs

## **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.

## PHYSICAL REQUIREMENTS OF THE POSITION

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Applicants must successfully complete an Occupational Health Assessment prior to commencing Employment at The District Nurses. Employees have an obligation to report any deviation from the assessed results during the course of their employment. Inability to functionally perform the duties as stated in this position description may result in termination of employment.

The functional requirements of this position include:

Condition/Activity	constant	frequent	occasional	N/A
Manual handling – weights above 10kg			X	
Manual handling – weights below 10kg			X	
Manual handling frequency			X	
Repetitive manual work			X	
Working with arms above head				X
Lifting above shoulder height				X
Using hand tools – (powered)				X
Wearing hearing protection				X
Wearing eye protection			X	
Wearing gloves (personal protective)			X	
Working in wet/slippery conditions				X
Working with chemicals/solvent/detergents				X
Washing hands with soap			X	
Working in confined places				X
Performing clerical/administrative duties		X		
Working on a keyboard		X		
Driving fleet vehicles (manual and automatic)			X	
Driving on suburban and rural roads, highways (sealed and unsealed roads)			X	
Driving at night				X
Wearing polyester clothing				X
Exposure to animals				X
Exposure to environments whereby people have been smoking				X

## DECLARATION

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In signing this declaration I acknowledge that I, \_\_\_\_\_  
 Have been advised of the requirements and conditions of this appointment based on this Position Description.

Signed: \_\_\_\_\_  
 (Employee)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
 (Manager)

Date: \_\_\_\_\_