

# POSITION DESCRIPTION



Position Title:	Registered Nurse
Award:	Hobart District Nursing Service Inc. Nurses Agreement 2020
Classification:	Level 2 Community Nurse
Reporting to:	Clinical Manager
Date Approved:	30 <sup>th</sup> March 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 consumer at the right time in a manner which is consultative and inclusive of all our consumers, their families and carers.

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

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

The District Nurses 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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- The key purpose of this role is to undertake a variety of general nursing duties under the direction of the Clinical Team Leader and the Director of Care, including assessment, case management, medication and wound care to ensure appropriate care for consumers 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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### **Consumer Centered Care**

- According to consumer needs provide comprehensive assessment, care planning, monitoring and review to ensure consumer'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 consumer'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 consumer 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 Team Leader.

- 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 WHS through:

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

## **KEY RESPONSIBILITIES**

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### **Consumer Rights**

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

### **Communication**

- Communicate effectively and appropriately with:
  - Consumers, their family, friends and associated professional workers by;
    - Using the most appropriate strategies
    - Responding in a timely manner
    - Respecting privacy
    - Following the consumer'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:** Clinical Manager

## 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 Australian drivers license
- Current Working with Vulnerable People/Children Check
- Current and unrestricted 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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1. Current and unrestricted registration with AHPRA
2. Current driver's license with a demonstrated safe driving history
3. Demonstrated knowledge of safe work practices
4. Good time management skills and ability to follow care plans
5. Good interpersonal skills and empathy for the elderly and younger disabled
6. Awareness of special needs including cultural and linguistic concerns
7. Commitment to ongoing professional development
8. 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.

## **Safe Practice and Environment (SPE)**

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The primary responsibility for implementing safe work practises and maintaining a safe working environment lies with management. Employees also have responsibilities in regard to SPE. These include:

- Taking responsibility for one's own health and safety
- Looking out for the safety and welfare of your colleagues
- Follow safe work practises and use personal protective equipment (PPE)
- Comply with organisational SPE and Risk Management policies and procedures.
- Participate in SPE training
- Report hazards and accidents / injuries
- Support other Managers in their SPE responsibilities.

## 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: \_\_\_\_\_