
POSITION TITLE:	District Nurse
RESPONSIBLE TO:	Clinical Coordinator of District Nursing
DEPARTMENT:	Nursing
AWARD:	Nurse and Midwives (Victorian Public Sector)
CLASSIFICATION:	As per Award
REPORTS TO:	Directors of Clinical and Aged Care Services
CONTRACT:	As per employment contract

POSITION STATEMENT

The District Nurse is responsible for effective and efficient delivery of quality patient care to all people in the community.

This position requires a broad range of general nursing knowledge and experience with the ability to work alone and contribute to a Community Team within a Multi-Purpose Service.

RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)

Home Nursing

- Assessment of individual client: considering physical, mental, social, spiritual and emotional needs, including religious, cultural and age relevance.
- Appropriate referral – GP, Allied Health, CHSS, my Aged Care, Home care package programs and other support services
- Wound Management
- Medication management & monitoring
- Personal care: shower, bath, skin care, catheter care
- Support for client, family and friends
- Advocacy & Communication
- Monitoring and reporting vital signs – BP, BSL, Urinalysis, blood collection
- Training & education of client or carer about
 - self-care
 - their health
 - The disease processes
 - Promotion of wellbeing
- Provision of specific information about other health issues including but not limited to:
 - Cancer
 - Heart
 - Diabetes
 - Parenting
 - Arthritis
 - Nutrition
 - Community Resources
 - Linking with State/Nationwide resources
- Provision of Palliative Care:
 - Symptom management
 - Liaise with palliative care practitioner
 - Care co-ordination
 - Liaise with Doctors
 - Bereavement support

- Ability to access central devices – PICCs and Ports. Registered Nurses ONLY.
- Develop person centred, goal orientated care plans with consultation with clients and carers
- Accessing and inputting information on:
 - Unit Medical Director
 - S2S Prompt
 - My Aged Care Risk Man

Professional Responsibilities:

- The District Nurse is responsible for providing support and mentoring and teaching to members of the profession including students, new graduates and colleagues.
- The training of PCA's in individual client care. Annual Assessment of PCA's competencies.
- Nurses are responsible and accountable for their own practice. Each nurse acts within general nursing practice and is expected to maintain the confidence necessary for contemporary practice.
- Maintains own standards of critical evaluation of practice.
- Analyses current literature and research and incorporates findings into practice.
- Has an understanding and knowledge of the Acts relating to Mandatory reporting of child abuse, Poisons Act 1981, Health Services Act (Confidentiality), Health Professionals Act, Australian College of Nursing & Midwifery Code of Practice and Ethics.
- Promote nursing as a career through work experience positions for secondary students.
- Attending meetings or reading minutes if unable to attend.

Clinical Responsibilities:

- Provides innovative and quality care, which remains within the confines of moral, legal and ethical standards of patient care.
- Practices within the policies and procedures of Orbest Regional Health.
- Identifies health needs, expected health outcomes and time frames for achieving these in collaboration with other health professionals.
- Encourages active participation of the patients/client's family in planning and provision of the care.
- Supports the person's choices within the boundary of safety and acknowledges the rights of individuals and groups.
- Respects the values, customs, spiritual beliefs and practices of all patients and residents and their significant others.
- The nurse will liaise with appropriate professionals and clinical staff as required and more senior nursing staff when the nursing care requires expertise beyond their scope.
- Responsible for providing advice to patient and the subsequent documentation of this advice and the patient's wishes which will include the acceptance or refusal of the person to follow the advice.
- Maintains adequate, accurate and contemporary records of practice which will include documentation of care given, response to that care and evaluation of care.
- Provides education to patients to promote health outcomes.
- The nurse will play an active role in discharge planning by attending meetings, and on days rostered updating patient files accordingly.
- Hold the wellbeing and the safety of community members as the primary focus of all care provided.
- Utilises appropriate consultation and/or referral networks, including VMO's, peers, wound management, palliative care, continence, and dementia, specific to community person.
- Maintains confidentiality at all times.

QUALIFICATIONS

- Registered Nurse
- At least 3 years' experience as RN or EN or equivalent

KNOWLEDGE, SKILLS and ATTRIBUTES

HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values

Respect, Integrity, Compassion, Excellence, Community

- All employees of Orbost Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
- Participate in the annual review and planning process, completing an annual performance review which is in line with the strategic objectives of Orbost Regional Health
- During the annual performance review discussion review the annual information updates as listed in attachment 2.
- All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
- On an annual basis complete mandatory training as per attachment 1.
- ORH promotes the safety and wellbeing of all children and particularly those from culturally and/or linguistically diverse backgrounds. Working with children checks are required for staff who work with children under 16, and understanding of implementation of safe practices with children including mandatory reporting of child abuse is a requirement of ongoing employment.

ADMINISTRATION

- Be conversant with Orbost Regional Health policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system

OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
- Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
- Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.

QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all Multi Purpose Service activities are in accordance with the
 - National Safety and Quality Health Service Standards (organisation wide)
 - Community Care Common Standards (Home and Community Care)
 - Department of Human Services Standards (Disability and Homelessness Support)
 - Royal Australian College of General Practitioners Standards (Medical Clinic);
 - Diagnostic Imaging Standards (Radiology).

- Actively participate in the Orbest Regional Health quality program and accreditation processes against the above standards.
- Are confidently able to complete a RiskmanQ quality activity.
- Be able to identify risks and follow the Orbest Regional Health Risk Management Policy and procedure.
- Have processes to monitor and evaluate the performance of the services provided by the work area.
- Be aware of Orbest Regional Health’s approach to quality and safety that includes: Risk management, Clinical governance, Patient centred care and Consumer rights and responsibilities, Diversity, Workplace Health, Safety & Wellbeing, Performance reporting and Monitoring, Partnering with Consumers, Quality Improvement and Open Disclosure. Refer Staff Guides located in Prompt.

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AUTHORITY AND CONDITIONS

- All employees of Orbest Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbest Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level N/A under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

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(Employee Name)

.....
Executive Title

.....
Signature

.....
Signature

.....
Date

.....
Date

Orbest Regional Health reserves the right to review and amend this document at its discretion.

KEY SELECTION CRITERIA

Essential Criteria

- Registered with the Nurses Board of Victoria as a Division 1 or Division 2 Nurse
- Have recent experience in clinical practice.
- Ability to work in a multi disciplinary environment
- Experience in care needs assessment and implementation of appropriate services
- Good understanding of needs assessment principles and process.
- Ability to define people's needs in the context of an Active Service Model Philosophy.
- Understanding of regional and local acute and community services.
- Strong communication skills.
- Current Police Check, WWC or Working with Aged as relevant
- Drivers Licence

Desirable Criteria

- Previous community based care experience in the areas of District Nursing, Post-Acute Car, Palliative Care, Department of Veteran Affairs and Community Care services
- Understanding of the Commonwealth Aged Care, National Home and Community Care standards.
- Previous Case Management experience.
- Understanding of health issues in a rural setting.
- Understanding of the role of General Practitioners in the delivery of primary and acute health services and ability to liaise with local G. P's to coordinate communication about client's needs.
- Capacity to be involved in the development and review of effective policies and processes.

Orbost Regional Health Position Description - Attachment 1
Organisation wide – Mandatory Training

Focus area	Frequency	Classification	Staff	Training Type	Committee Responsible
Emergency Response	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
Manual Handling	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
No Lift	Orientation & Annual	Mandatory	Nursing Staff	Online training and practical assessment	OH&S
Hand Hygiene	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
Basic Life Support	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Medication Administration General Adult & IV competency	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
Falls Prevention	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
Neonatal Resuscitation	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
Advanced Life Support	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Triage	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
Blood Safe	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
Aseptic Technique	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Online Training	Infection Control
Bullying and Harassment	Orientation	Mandatory	All ORH Staff	Online Training	People and Culture
Risk Management	Orientation & Annual	Mandatory	Managers	Online Training	OH&S
Occupational Violence	Orientation	Mandatory	All ORH Staff	Online Training	OH&S
OHS	Orientation	Mandatory	All ORH Staff	Online Training	OH&S
Cybersecurity training for health services	Orientation	Mandatory	All ORH Staff	Online Training	MPS Managers
NDIS Worker Orientation Program	Orientation (post June 2020)	Mandatory	NDIS workers	Online Training	People and Culture

Orbost Regional Health Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

Focus area	Frequency	Classification	Staff	Training Type
Occupational Health & Safety	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
People & culture	Orientation & Annual	Info Update	All ORH Staff	Workshop
Diversity	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Clinical Governance	Orientation & annual	Info Update	All ORH staff	Manager Discussion
Resource Management	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Risk Management	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Quality Improvement	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Partnering with Consumers	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Performance Reporting and Monitoring	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Patient Rights & Responsibilities	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Emergency management & Business Continuity	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Review & Planning Process	Orientation & 2years	Info Update	All ORH staff	Manager Discussion
Environmental sustainability	Orientation & 2years	Info Update	All ORH staff	Manager Discussion