

Eastern Health

POSITION DESCRIPTION

Position Title:	Registered Nurse Division 1 (HITH Oncology Road Nurse)
Award Classification:	HITH/PAC NURSE Level 1
Award / Agreement Name:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Position Reports to:	Nurse/Midwifery Unit Manager or Delegate

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The Grade 3B Hospital in the Home (HITH) Nurse maintains the continuum of acute inpatient care that is delivered within the community setting. A 3B nurse functions as a sole practitioner and is required to provide both safe and competent care as part of a multidisciplinary team, to coordinate and provide an expert clinical service at an advanced level, in line with relevant standards, guidelines and policies of Eastern Health. Nurses that function at a 3B level are expected to be able to independently problem solve and critically think. Grade 3B nurses are expected to complete assigned tasks and follow through until resolution, any problems or issues that may arise as a result of their detection.

The HITH Nurse is required to:

Provide best practice Nursing Care that is clinically relevant and appropriate for the individual patient.

Possess advanced & comprehensive clinical assessment skills.

Know and accept their personal and professional accountability and medico legal responsibility for their actions in care provided.

Work a rotating roster that includes weekends.

Work in a variety of clinical settings on a rotating roster and perform these roles as directed

Be flexible and adaptable to an ever-changing environment.

Be courteous & professional to other colleagues, management, patients and interdisciplinary staff at all times.

Have demonstrable team commitment.

Act as a patient advocate.

Share professional knowledge with colleagues, under graduate nursing students, patients & family.

Participate in ongoing staff development

Work in the various roles within Hospital in The Home when required for the service including and not limited to Intake and Clinical Co-ordinator.

Be flexible in working shifts at any of the Eastern Health sites as rostered, or at short notice to meet the needs of the HITH service as directed by your Line Manager.

Ensure EH Fleet vehicles are safe to drive, are kept clean and tidy, and report any damage, faults as per EH Policy on Vehicle and Driving Safety Practice Guideline.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Participate in the assessment, planning, delivery, evaluation and documentation of best practice care for all patients within the HITH Program.

Participate in flexible working arrangements that ensures nursing staff are allocated efficiently and effectively to maintain quality service and standards of care as per the patients' requirements.

Ensure KPI's are met yearly in accordance with Eastern Health/ ANMC competencies and produce evidence to the NUM/CNE that the following mandatory requirements have been met. These include annual registration, no lift policy, BLS, fire & safety, bullying & safety in the workplace, OH&S and all other compulsory training programs within the organization/ department that may not be listed.

Promote a positive atmosphere that is conducive to learning for staff, patients, pre-registration students, and others.

Maintain open and effective communication with colleagues, patients and Community Health Care providers. Develop, maintain and build positive relationships with other departments, allied health and interdisciplinary staff members.

Maintain an awareness and compliance with Eastern Health infection control procedures and practices, including the proper method for sharps disposal

Facilitate ongoing maintenance of vehicles, equipment and facilities, ensuring corrective action is taken where required.

Ensuring equipment is respected for use by all staff and complies with OH&S guidelines.

As per Eastern Health guidelines, document and report incidents occurring in the department or community setting within 24 hours

Identify opportunities for the review of current practice to align with current best evidence based practice with the intention of providing an improved quality of care

Attend and participate in regular education opportunities, training and study days in order to maintain and improve skills, update knowledge and achieve required CPD hours.

Specific Program Responsibilities/roles

This role is required to support the Oncology in the Home Clinical Coordinator as required.

Assessment /clinical care

- Confirmation of suitability of referrals to HITH in consultation with the Oncology HITH Coordinator
- Assist with the acceptance of referrals from day oncology, inpatient unit and outpatient clinics
- Liaising with the medical care team to develop a plan of care tailored to meet the need of individual patients which addresses relevant clinical needs
- Liaising with other health care workers to ensure continuum of and quality of care
- Provide and plan clinical consultations, assessment and advice to inpatient and day patient units, refer to SURC clinic when appropriate.
- Liaising with senior Haematology and Oncology Medical staff on the progress of patients under the Oncology in the home program- HITH
- knowledge of hospital policies and protocols, ensuring best practice, and providing a resource to other stake holders e.g. EPC, HITH, Outpatient Clinics, Day Oncology, 4.1 Inpatient wards
- Complete documentation requirements in accordance with HITH guidelines, including consent to receiving services, chemotherapy consent and Home Risk assessment
- Monitoring and evaluating the effectiveness and efficiency of patient care by observing and assessing patients and evaluating patient outcomes
- Assist with Clinical Trials and willingness to undergo training as required
- Proficient in CVAD care
- Completed ADAC course and be proficient in administration of Chemotherapy
- Familiar with EH Chemotherapy regimens and EVIQ
- Engage and provide education to support patients, families and staff

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Performance Indicators

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

Position Title:	Registered Nurse Division 1 (HITH Oncology Road Nurse)
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Essential

- Current Victorian drivers licence
- Current registration with the ANMC/ APHRA
- Minimum of 3 years acute Oncology/Haematology post registration nursing experience
- Demonstrated initiative and self-direction
- Willingness to maintain and advance knowledge & skills relevant to this position
- Comprehensive systems-based patient assessment skills and documentation of findings
- IV cannulation accreditation & venepuncture
- CVAD access and dressings
- Pathology result interpretation
- ADAC Competencies completion
- Immunotherapies

Desirable

- Postgraduate qualifications in cancer nursing or working towards
- Experience working in a variety of health care settings i.e DOMU, Oncology//Haematology inpatient wards, HITH

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au

ATTACHMENT 2

Key Performance Indicators

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Hospital in the Home staff are expected to:

- Ensure patients and consumers receive high quality services and continuity of care and that agreed nursing and clinical standards, clinical outcomes, risk management approaches and accreditation requirements are achieved.
- Foster and actively participate in collaborative working relationships, peer relations and professional behaviours to ensure HITH functions effectively as a multidisciplinary team and operates integrally within Eastern Health.
- Completion of follow up coordination of post discharge plans for care, liaising effectively with internal and external stakeholders as required.
- Compliance in EH HITH competencies of care and meeting EH OH&S requirements annually.
- Assist in the development of protocols, policies and procedures.