

Eastern Health

POSITION DESCRIPTION

Position Title:	District Nursing – Community Nurse
Award Classification:	Registered Nurse Grade 3 ZJ1
Award / Agreement Name:	Nurses and Midwives (Victorian Public sector) (Single interest employers) enterprise agreement 2024-2028
Position Reports to:	District Nursing – Nurse Unit Manager

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 role of the District Nursing – Community Health Registered Nurse is to support the Nurse/Midwife Unit Manager (NUM/MUM) and act in their role when required. This is a position of clinical leadership and accountability that aligns with Eastern Health's Clinical Governance and operational management structures. The DN Community RN Division 1 works with the NUM/MUM to provide effective coordination, and efficient management of the designated Unit/Department in line with the relevant Program and Eastern Health Strategic directions. This position provides clinical leadership through support and education to patients/clients and nursing/midwifery staff within the ward/unit. The DN Community RN Division 1 together with the NUM/MUM, forms part of the Unit management team responsible for patient/resident centred, high quality clinical care, and with the support of their Director of Nursing/Midwifery and Operations, ensure that professional standards, codes and behaviours that are legislated through Nursing & Midwifery Board of Australia (NMBA) and Eastern Health (EH) standards, policies and guidelines are upheld.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

District Nursing provides support and care for client independence. It provides leadership and prioritisation of supportive care to help patients stay well so that they can manage their health at home, e.g., wound care management, advice on nutrition, help to avoid falls or to manage medicines and advice on 'assistive technology' such as telehealth and telecare. The team works with a range of local services (e.g., GP, voluntary and community organisations and Shire of Yarra Ranges) to provide coordinated care. District Nursing also work together with patients to deal with more complex issues over a period of time, e.g., to meet continuing and long-term health needs gives us the opportunity to refer onwards to appropriate community services for community support services.

- Works collaboratively with the N/MM to develop the systems, processes and projects required to ensure efficient, effective and responsive operation of the allocated work unit in line with the organisation's strategic direction. Deputise for the N/MM when required.
- Work in conjunction with the N/MM to establish effective and timely communication with patients/residents, team members, program leads, other EH departments and the public.
- Ensure personal and Unit compliance with relevant Acts, Agreements and Eastern Health Directions, Policies, Procedures and Staff Handbook and Code of Conduct.
- Ensure that all administrative functions are completed within the mandates of the position, including Program, Nursing/Midwifery or site driven reports and/or documentation. This includes the management of required resources within the unit.
- Undertakes investigation of incidents and risks that present / occur within unit and provides timely completion of necessary reports against actions to minimise further events or risks.
- Assist the N/MM in addressing practices that are not consistent with standards, policies, guidelines, procedures and evidenced based research.
- Manage any portfolio responsibility as delegated by the N/MM.
- Assist the N/MM to drive timely and effective patient/resident flow through the unit, and work with all relevant departments to ensure access and discharge planning initiatives are implemented at the unit level.
- Ensure staffs treat all patients, clients, residents, visitors and staff in a courteous and non-discriminatory manner. Provide an efficient and customer focussed service.
- Employ the skills of timely and effective communication with healthcare personnel to guide and achieve optimal patient/resident performance outcomes

SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to providing and maintaining 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.

Staffs 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 Compensation (WIRC) Act 2013.

3. 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.

4. 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

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**

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Essential

- Registration with the Nursing and Midwifery Board of Australia (NMBA) via AHPRA
- Minimum 3 years' experience as a Registered Nurse.
- Demonstrated involvement in maintenance and improvement of clinical standards
- High level of interpersonal, communication and organizational skills
- Computer literacy with proficiency with Microsoft Office software
- Demonstrated Critical thinking skills and the ability to work autonomously
- Current Victorian Drivers' License

Desirable

- Post Graduate qualifications relevant to the position and/or extensive leadership and management experience
- Experience in the delivery of community health nursing, My Aged CARE (MAC), HACC PYPP and CHSP funding models.
- A knowledge of EMR, Electronic Medical Record – Power Chart), CPF (Clinical Patient Folder), Harrison and HMS programs
- Community Nursing background

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