

Position Title:	GEM/REHAB@HOME Registered Nurse Division 1
Award Classification:	HITH/PAC Nurse Level 1 - Classification YU15
Award / Agreement Name:	The Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Reports to:	Clinical Coordinator Team Lead, GEM/REHAB@HOME Manager GEM/REHAB@HOME

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

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.



Strategic plan

**Working
together
towards
2025**



1. POSITION PURPOSE

The GEM/REHAB@Home Registered Nurse maintains the continuum of care delivered within the community setting. A YU15 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 YU15 classification are expected to be able to independently problem solve and critically think, to complete assigned tasks and follow through until resolution, any problems or issues that may arise because of their detection.

The GEM/REHAB@Home Registered 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.
- Be flexible and adaptable to an ever-changing environment.
- Be courteous & professional to other colleagues, management, patients, and interdisciplinary staff always.
- Have demonstrable team commitment.
- Act as a patient advocate.
- Share professional knowledge with colleagues, undergraduate nursing students, patients & family.
- Demonstrate a sound understanding of relevant community resources, systems, and other services, such as ACAS, TCP, NDIS, Community Health.
- Participate in ongoing staff development
- Ensure EH (Eastern Health) 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 GEM/REHAB@Home 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 Manager or delegate that the following mandatory requirements have been met. These include annual registration, no lift policy, BLS, fire & safety, OH&S and all 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 team members.
- Document and report incidents occurring in the department or community setting within 24 hours.

- Attend and participate in regular education and training opportunities.

Specific Program Responsibilities/roles

- Preparation and education of patients and carers accepted into the program.
- Development and implementation of patient focused care plans.
- Reporting to the treating physician and clinical nursing co-ordinator or delegate, clinical progress of patients.
- Recognising the deteriorating patient and escalating to medical staff and management
- Holistic discharge planning following GEM/REHAB@Home care, including liaising with community nursing, Post Acute Care, HARP co-ordinators and allied health.
- Refer to allied health professionals as required
- Review and development where necessary of policies, procedures, and strategies to ensure best practice.
- Compliance with GEM/REHAB@Home protocols Initiation/participation in Quality Improvement activities.
- Liaison with health providers regarding assessing, planning, and implementing care for GEM/REHAB@Home.
- Assisting in orientation and education of staff in GEM/REHAB@Home.
- Assisting in the management of pre-registration nursing students and other staff involved with the GEM/REHAB@Home program as observers, orientation, or participants.
- Direction and supervision of other staff when necessary.
- Development of strategies for potential patients.
- Comply with Safety Guidelines and use Worksafe Guardian personal alarms when visiting patients.

3. 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, particularly 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 Compensation (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 fulfill 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 centred 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 2000.

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 behavior, 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

An Achieve conversation, that includes agreed targets, will occur three (3) months from commencement and then annually based on 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. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Results Areas/Key Performance Indicators
- Attachment 3 Nursing and midwifery Domains of Practise

10. 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.

Signed: _____
Manager

Date: ____/____/____

INCUMBENT STATEMENT

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

Signed: _____

Date: ____/____/____

ATTACHMENT 1. KEY SELECTION CRITERIA

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Essential Qualifications:

- Current Victorian drivers licence
- Current registration with the ANMC/ APHRA
- Minimum of 5 years acute medical/surgical post registration nursing experience or nursing specialty equivalent e.g. ICU/ED/CCU/Sub Acute/medical/Community
- 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
- Working knowledge of wound management (acute and chronic)
- Urinary catheterisation - male & female
- Pathology result interpretation
- High level of integrity, honesty, and commitment
- Excellent interpersonal skills
- Innovative and lateral thinking
- High level of self-awareness and emotional intelligence
- Solution orientated
- Flexible and adaptable
- Self-motivated
- Enthusiastic, energetic, and driven

Desirable Qualifications:

Postgraduate qualifications in Critical care/Rehabilitation/Community/Gerontology or working towards same.

ATTACHMENT 2

Key Result Areas /Key Performance Indicators

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GEM/REHAB@Home nursing 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 GEM/REHAB@Home 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 competencies of care and meeting EH OH&S requirements annually.
- Assist in the development of protocols, policies, and procedures.
- Be the point of escalation on the weekends when they are the sole nurse on duty. (remuneration will be applied on these shifts)

ATTACHMENT 3 – NURSING & MIDWIFERY DOMAINS OF PRACTICE

The Nursing Midwifery Domains of Practice resource has been developed by the Eastern Health Nursing Midwifery Executive using the domains of nursing as identified by Ackerman et al. (1996)⁽¹⁾ and the National Common Health Capability Resource (2013). Its aim is to support the individual clinician by promoting common behaviours and skills which comprise and represent the complex role of nursing and midwifery.

There are five domains of practice which are considered integral components of the role of all Eastern Health nurses and midwives; comprehensive patient care, support of systems, education, research and professional leadership. (see summary at Table 2)

Recognising that the level of skills acquisition will be dependent on nurses and midwives' specific roles and experience, the domains have been referenced to the 'novice to expert' skills acquisition model first developed by Dreyfus⁽²⁾ and adapted for nursing by Benner.⁽³⁾

Behaviours are specified at five different levels, and reflect an increasing degree of autonomy, complexity, awareness and activity being performed.

Table 1: Summary of Behaviour Levels

Novice	Advanced Beginner	Competent	Proficient	Expert
Works within a known and stable context , consulting when abnormalities arise before taking action	Works within a known and stable context , consulting when abnormalities arise	Acts independently in routine situations within scope, and responds to known dilemmas	Acts independently in complex situations within scope, and responds to unknown dilemmas	Provide vision and direction and shape and implement strategies and initiatives that enable others to perform as required
Domains of Practice				
Direct comprehensive care	Support of systems	Education	Research	Professional leadership
Patient history Patient assessment Perform and deliver care Monitor & Evaluate Care	Planning for the Future Safety and Quality Recruitment & Retention	Education of patients & families, relationship building Own professional education Professional	Knowledge of research evidence relevant to area of practice Involvement and dissemination of research	Professional conduct Accountability

		education of others		
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Table 2: Domains of Practice

Levels do not equate to roles or hierarchy within the workforce. Instead, the levels reflect what level of behavioural skill is required to achieve the desired care goals or outcomes in each situation. Levels should be treated as cumulative, meaning that behavioural indicators at subsequent levels in the scale should be read in conjunction with the behaviours specified at any lower level.

Some levels may serve as an aspirational standard in some instances, rather than accurately reflecting behaviours of current practice. Where a gap exists between current and future practice behavioural skill requirements, there should be aspiration to meet the standard specified to enhance or effectively meet individual and community health needs.