



POSITION DESCRIPTION

Position Title:	Continence Clinical Nurse Consultant
Award Classification:	Clinical Nurse Consultant Grade 4B
Award / Agreement Name:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement
Position Reports to:	Operational: Manager Care@Home Subacute Clinics Professional: Director of Nursing / Deputy Director Operations Care@Home Program

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 state-wide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs

Our promise

Healthier together



1. POSITION PURPOSE

A Continence Clinical Nurse Consultant (CNC) is responsible for the provision of therapy services in an area of clinical expertise requiring special knowledge and depth of experience. The Continence CNC will provide best practice nursing services, have a high level of clinical knowledge and act as a clinical advisor and resource for other staff in the specific area with involvement in ongoing training. The CNC is able to work independently whilst at the same time contributing strongly to the multidisciplinary healthcare team and is expected to initiate and participate in teaching, training, research and quality activities. The CNC will also be able to represent their discipline as requested by their manager. The CNC is expected to continuously update knowledge and skills.

MAJOR DUTIES AND/OR RESPONSIBILITIES

Clinical Skills

Demonstrate high level clinical skills within the designated area

Indicators:

- Model a client-centred approach with patients/clients and carers.
- Complete complex assessments using a range of assessment tools/frameworks according to departmental and professional standards.
- Develop and implement a complex treatment/intervention plan based on clinical assessment and evidence based practice.
- Is an effective multidisciplinary/healthcare team member contributing to the discharge plan of patients/clients.
- Complete all documentation in a timely and accurate manner in accordance with the departmental and organisational standards.
- Demonstrate and foster good understanding of professional values and ethics in clinical work.

Communication

Demonstrate and model effective written, verbal and non-verbal communication skills with others.

Indicators

- Demonstrate effective communication skills with the multi/interdisciplinary team in both formal and informal settings.
- Demonstrate effective communication with patients/clients, carers and community agencies.
- Demonstrate clarity in written skills.
- Document clear treatment goals and management plans in the patient Medical Record.
- Demonstrate knowledge of resources available for appropriate negotiation and conflict resolution.
- Demonstrate effective communication in providing formal and informal feedback to students.

Organisational Skills

Demonstrate and foster sound organisational skills.

Indicators

- Demonstrate punctuality and timeliness.
- Able to manage own time and prioritise competing demands to ensure completion of clinical work.
- Has detailed knowledge of, and is able to access resources internally and externally to achieve positive outcomes.
- Able to respond to referrals in agreed timelines as stated in departmental guidelines.
- Participate actively in departmental meetings and others as required.
- Ensure statistical information is recorded in a timely manner.
- Be responsible for maintenance of departmental resources and equipment.

Organisational Knowledge / Development

To possess a clear understanding of the factors affecting healthcare and apply this knowledge to activities and projects which deliver improved services and health outcomes.

Indicators:

- Demonstrate a clear understanding of the public health system and the role / responsibility of Eastern Health within this system.

- Demonstrate a clear understanding of the Allied Health Quality & Business Plan.
- Demonstrate a clear understanding of Accreditation Standards and processes.
- Identify and implement quality initiatives, participate in and, where appropriate lead multidisciplinary / departmental quality activities and undertake other relevant projects as instructed.
- Demonstrate sound knowledge of discipline specific policies and procedures, and, where appropriate and directed, develop or review these policies and procedures.
- Consistently apply Eastern Health policies and clinical procedures/guidelines in their practice.

Professional Development and Supervision

To have a commitment to and responsibility for individual professional development.

Indicators:

- Attend, actively participate and present in relevant internal and external professional development activities.
- Actively participate in and lead staff meetings and in-services.
- Model a strong commitment to professional development, ensure currency of clinical knowledge and actively integrate new learning into clinical practice.
- Support a learning culture within the professional department
- Consider opportunities for, and participate in, evaluation of clinical practice.
- Participate in formal supervision &/or actively seek supervision when needed, as per professional department guidelines.
- Provide supervision for junior staff and allied health assistants, as required by the manager
- Participate in the Performance Review process

Teaching & Research

Involvement in teaching, training and research programs.

Indicators:

- Demonstrate ability to initiate, implement and evaluate quality projects, and participate in research with support where appropriate.
- Contribute to the evaluation and development of the undergraduate student program in consultation with the student co-ordinator.
- Supervision of students and others as delegated by senior staff.
- Development and evaluation of the teaching process, education programs and educational material.
- Demonstrate a willingness to be a mentor.
- Take on a teaching role to internal and external customers as required.
- Knowledge of research, new developments and evidence-based practice in discipline specific and related areas.

Professional Leadership Represents individual discipline.

Indicators:

- Willingness to take a leadership role in the department as required.
- Display strong representation of individual discipline as part of working parties, committees and internal and external meetings and forums.
- Recognise and support and be involved in changes in work processes.
- Act as a role model for staff within individual discipline

2. 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.

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.

5. 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.

6. 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.

7. 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.

8. ATTACHMENTS

Attachment 1	Key Selection Criteria
Attachment 2	Eastern Health /Department Information

9. 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:	Continence Nurse
Award Classification:	Clinical Nurse Consultant Grade 4B
Award / Agreement Name:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement
Position Reports to:	Operational: Manager Care@Home Subacute Clinics Professional: Director of Nursing / Deputy Director Operations Care@Home Program

Key Selection Criteria Essential

- Registered Nurse with the Nursing Midwifery Board of Australia (NMBA).
- Post-graduate qualification relevant to area of specialty. eg Graduate Certificate in Urological and Continence Nursing
- Extensive experience in the area of clinical expertise with demonstrated ability to work with a diverse and complex professional workforce.
- Excellent communication skills: written, verbal and interpersonal with demonstrated ability to collaborate and work as an effective team member at a local and organisational level to deliver organisational outcomes.
- Demonstrated ability to work autonomously, utilising well developed critical analysis skills to achieve efficiency and effectiveness
- Demonstrated negotiation, problem solving and analytical skills.
- Demonstrated record of achievement of quality service delivery.
- Membership of relevant specialty Professional Association. eg Continence Foundation of Australia, Continence Nurse Society of Australia
- Proficient in Microsoft applications
- Significant post graduate work experience and expertise in assessment, treatment and management of persons with continence impairment
- Demonstrated ability to act as an advisor and resource person for the management of clients undergoing assessment within the Continence Service
- Demonstrated ability to plan, develop and implement service delivery initiatives to specialist areas which promotes quality client care and optimum organisational outcomes

Desirable

- Previous experience working as a Clinical Nurse Consultant or senior clinical lead role.
- Masters qualification in area of nursing expertise.
- Post-graduate qualifications in leadership and/or management ☐ Research, publication and public presentation experience.
- Flexibility in working hours to provide leave cover as negotiated.

Behavioural Competencies

- High level of integrity, honesty and commitment.
- Excellent interpersonal skills.
- Innovative and lateral thinking.
- High level of self awareness and emotional intelligence.
- Solution orientated.
- Flexibility and adaptability.
- Self motivation.
- Proven conflict resolution and negotiation skills.
- Enthusiasm, energy and drive.

ATTACHMENT 3 - The Nursing and 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

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 a given 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.

Table 2: Domains of Practice

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 education of others	• Knowledge of research evidence relevant to area of practice • Involvement and dissemination of research	• Professional conduct • Accountability

