



Our vision is for YDHS to be a respected and caring partner in a strong community.
Our mission is to work with our community and our partners to improve health and wellbeing.

Values: we value:

- Integrity:** ethical and honest - accountable and professional
- Collaboration:** interested, informative and listening
- Acceptance:** inclusive and embracing
- Respect:** compassionate and caring
- Enthusiasm:** motivated and passionate
- I. C.A.R.E**

POSITION DESCRIPTION

Position Title	Registered Nurse
Area	Clinical Services
Qualifications	Current registration with the Australian Health Practitioner Regulation Agency (AHPRA)
Remuneration	Remuneration shall be in accordance with the Nurses (Victorian Public Health Sector) Enterprise Agreement 2016-2020 depending on duties performed
Organisational Relationship	Position reports to the Nurse Unit Manager or relevant In Charge

Position Summary

The Yarram and District Health Service (YDHS) is based in Yarram, 220 kilometres south east of Melbourne on the South Gippsland Highway in rural Victoria. Yarram is 73 kilometres south west of Sale and 62 kilometres south east of Traralgon.

We provide our community with Acute Inpatient services, Dialysis, Urgent Care, Aged Care, Respite Care, Primary Health, Community Services, and an Integrated Health Care Centre. Our consumers and community are at the core of every decision we make.

Our employees are considered 'Caregivers' and everyone contributes to the overall healthcare and consumer experience. We want to attract and retain the best Caregivers to provide an exceptional service to our community, promote and develop opportunities for local people and embed a culture that encourages innovation, leadership, and collaboration. We are committed to working together and providing one service, irrespective of disciplines. YDHS is committed to the safety of all, including children.

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The Registered Nurse is responsible for treating our consumers with dignity and respect, supporting them to live their best lives and providing comprehensive, accountable and high-quality nursing care. Registered Nurses at YDHS are responsible for providing support and clinical supervision to Personal Care Assistants and Enrolled Nurses.

Duties and Responsibilities

Comprehensive and Contemporary Nursing Care

- Responsible for providing comprehensive, accountable, independent, and high-quality nursing care in accordance with the relevant legislation, professional and ethical frameworks, our Code of Conduct, and values
- All assessment, planning implementation and evaluation is in accordance with the scope of practice for the Registered Nurse
- Be committed to contemporary nursing practices and striving to improve our service constantly
- Identify risks and report incidents relating to the service environment, equipment, training, processes, practices, or any aspect of the delivery of care
- Appropriately respond to clinical changes or deterioration in the consumer's condition and initiate consultations with relevant caregivers as required
- Provide comprehensive clinical handovers using the appropriate frameworks
- Perform medication management safely within the professional scope the relevant legislation
- In conjunction with the Nurse Unit Manager create a work environment that recognises excellence, provides comprehensive orientation, is cohesive and team focused

Person-Centered Care

- Ensure that all consumers, their families, visitors, and our colleagues are treated with respect and dignity
- Listen to and collaborate with our consumers to understand their personal experiences to provide flexible care that complements their unique characteristics and supports them to live their best life
- Support our consumers to understand and learn about their health
- Involve consumers and their advocates in their healthcare decision
- Clearly explain your treatment options using easy to understand language and avoiding jargon
- Respect healthcare decisions made by consumers
- Ensure your practice and the service provided to consumers is free from discrimination based on age, gender, gender identity, sexual orientation, disability, employment status, cultural background, or religious beliefs
- Ensure consumers to pursue their interests and friendships to ensure their physical, social, cultural, and spiritual wellbeing is maintained

Acute Care

- Thoroughly complete all nursing assessments
- Working independently without the assistance of onsite Doctors completing complex care and acute medical interventions
- Admission of patients after hours
- Understanding when it is appropriate to escalate care to Doctors and other health professionals
- Coordinating radiology and pathology
- Undertaking point of care pathology testing and assessing point of care pathology results
- Coordination of urgent transfer when appropriate
- Ensure adequate ongoing complex care needs at managed at the bedside
- Plan Patient discharge with appropriate service referrals and appointments confirmed
- Ensure regular gathering of documentation to support the reporting of clinical indicators
- Clinical documentation is timely, legible, comprehensive and at a minimum meets legislative requirements
- Ensures an interdisciplinary team approach to consumer care

Aged Care

- Demonstrate knowledge and best practice principals for continence management, diabetes management, palliative care, wound management
- Manage clinical risks such as hydration, nutrition, pain, pressure, wound, and delirium

- Facilitate and encourage social connections between consumers and their health care team, and families
- Collaborates with the services multidisciplinary team to achieve the best health outcomes for our consumers
- Care plans are comprehensive and at minimum meet legislative and standards requirements
- Consumers are encouraged and supported to participate in lifestyle activities

Urgent Care

- Independently Perform Nurse led Urgent Care duties
- Conduct initial triage assessment using the Australian Triage Scale
- Ability to make quick decisions using extensive nursing knowledge and advanced life support techniques, including cardiovascular resuscitation
- Ability to provide standing order emergency medications when medical officers are unavailable
- Use a broad range of nursing experience to provide excellent care to various demographics from paediatrics through to aged care
- Ability to provide comprehensive urgent medical care for a range of incidents, such as farm accidents
- Understand when escalation is required and use telehealth consultations appropriately
- Negotiate transfer of patients outside of our triage categories
- Ability to identify deterioration signs and appropriate escalate care
- Coordinate radiology and pathology services
- Undertaking point of care pathology testing, assessing point of care pathology results, and providing care based on these results

Dialysis

- Independently provide and monitor haemodialysis treatment including providing pre- and post-haemodialysis care
- Appropriately respond to clinical changes or deterioration in the consumer's condition and initiate consultations with relevant caregivers as required
- Provide comprehensive educating to consumers following their treatments including home care needs, diet, nutrition, exercise programs and any self-administration medication

After Hours Hospital Coordination

- The most senior clinician on site and represents YDHS and the YDHS Senior Management Team members professionally to consumers, caregivers, and our community
- Facilitate safe and seamless care to consumers across the health service
- Manage demand, capacity, and patient flow
- Facilitate and support appropriate consumer transfers
- Act as the emergency response coordinator
- Manage organisational risks by collaborating with relevant teams to ensure interdisciplinary problem solving
- Management of the unit staff roster
- Utilising available data to develop a roster of adequately skilled staff
- Ensure caregiver/patient ratios meet the needs of the unit
- Ensure Caregivers understand their roles and responsibilities within their scope of practice
- Promote appropriate behaviour and create an environment of accountability
- Facilitate education as required to ensure consumer safety

Quality and Continuous Improvement

- Understand and abide by the National Safety and Quality Health Service (NSQHS) Standards
- Understand and abide by the Aged Care Quality Standards
- Practice self-reflection and awareness, identify skills and knowledge gaps and seek

- assistance and supervision when required
- Adopt a quality mentality and actively look for ways we can improve our service and clinical care offers
- Create a continuous improvement environment by supporting each other to learn, providing guidance, clinical supervision, and mentoring and precepting

Infection Control

- Understand the responsibility for minimising the risk of acquisition or exposure of infections to patients, residents, visitors and health care workers, arising from activities within the health care environment
- Use Infection Control Risk Management Strategies
- Perform the 5 Moments of Hand Hygiene during all direct and indirect patient care
- Remain up to date with Caregivers must be regularly assessed for Aseptic Technique competency
- Ensure understanding of and compliance with policies and protocols associated with infection control and immunisation

Key Selection Criteria

- Hold a relevant qualification as a Registered Nurse and current registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Be interested in or have already completed Haemodialysis training although this is not essential to the position
- Be able to step up into the Grade 5/Hospital Coordinator role after hours
- Have excellent communication skills to liaise with consumers, families, and colleagues
- Be passionate about ensuring the dignity of our consumers
- Demonstrate ability to provide nursing care to individuals within a range of clinical settings including Acute Care, Aged Care, Haemodialysis, and Urgent Care
- Be passionate about listening and collaborating with consumers to understand their personal preferences and helping them to live their best lives
- Demonstrate your commitment to providing contemporary clinical practice
- Understand clinical risk and strategies to minimise and manage clinical risk factors
- Regularly undertake continuing professional development and quality improvement activities
- Have excellent computer skills including experience using clinical IT systems including iPM and Manad
- Demonstrate understanding of the Aged Care Funding Instrument (ACFI)

Standard Position Requirement

1. Quality Management

Development and maintenance of quality service through the:

- Application of professional standards
- Participation in quality improvement activities such as audits and surveys under the framework of The Australian Council of Healthcare Standards, Evaluation and Quality Improvement Program (EquIP). And the Royal Australian College of General Practitioners (RACGP) Standards for general practices.
- Comply with the policies and procedures, practices and organisational goals and objectives of the Health Service.

2. Occupational Health and Safety

- Adhere to relevant statutory legislative and Health Service policy requirements to ensure that work and services are provided safely at all times.
- Ensure a safe environment exists for clients, staff and members of the public.
- Report any untoward incidents by completing an incident report and informing the appropriate Team Leader.
- Comply with the Occupational Health and Safety policies and procedures.

3. Risk Management

- a) Contribute to the development and maintenance of YDHS Risk Management Framework
- a) Apply the framework to identifying, evaluating and minimising risk exposure for Health Service.

Professional Development

1. To complete annual mandatory training requirements.
2. To ensure you are up to date with all relevant standards for the Victorian Public Hospitals Cleaning Standards, ACHS NSQHS accreditation requirements, Aged Care standards, YDHS strategic plan, policies, protocols and budgetary requirements.
3. Participate in and contribute to meetings, in-services, training programs, workgroups and other activities.
4. Participate in the performance appraisal process.
5. Participate in self-appraisal, as part of a self-development to plan and develop self objectives to improve knowledge and nursing skills relevant to patient care
6. Maintain current knowledge of professional issues through literature, resources and training and development activities.
7. Complete an annual proficiency test in Basic Life Support, No Lift, Fire Safety and Emergency Management.

Relevant Information:

- Immunisation history must be supplied prior to commencement all staff working across clinical and residential areas must have had a recent flu vaccination and be willing to undertake annual flu vaccination unless otherwise medically indicated.
- A Police Check completed within the last 12 months is a requirement of this position
- A Working with Children Check may be required for this position

Inherent Physical Requirements:

Yarram & District Health Services has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and can perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

The role may require the following tasks, among other things:

Nursing / Patient Care Role	Maintenance / Hotel Services / Food Services Staff Role	Clerical / Administration Role
<ul style="list-style-type: none"> • manual handling (pushing, pulling equipment) • general patient handling and clinical nursing duties • sitting, standing, bending, reaching, holding • pushing pulling trolleys and equipment • available clerical, administration work, computer work • use of personal protective equipment and handling • handling general and infectious waste, • work at other locations may be required • shift work in most roles 	<ul style="list-style-type: none"> • manual handling (pushing, pulling, lifting) • generic maintenance work, working at heights • generic outdoor work • operating machinery • sitting, standing, bending, reaching, holding, lifting • computer work • general clerical, computer and some admin work • use of personal protective equipment and handling • handling general and or infectious waste, • work at other locations may be required • shift work in some roles 	<ul style="list-style-type: none"> • manual handling (pushing, pulling, lifting) • sitting, standing, bending, reaching, holding, lifting • computer work, data entry • general clerical at varying levels. • use of personal protective equipment • handling general • pushing and pulling trolleys / filing • work at other locations may be required • shift work in some roles

Agreement

I have read and understood the above position description.

Effective date:

Employee’s signature

Manager’s signature

Signed original:

personnel file

Signed photocopy:

to employee

Date: