POSITION DESCRIPTION – Alfred Health

Date revised: August, 2019

POSITION: Nurse Clinician – Hospital in the Home

AWARD/AGREEMENT: Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement for 2016-2020

CLASSIFICATION TITLE: Registered Nurse Grade 3B, Year 1-2 (YU15-YU16)

DEPARTMENT/DIVISION: Hospital in the Home (HITH)

CLINICAL PROGRAM: Operations, Emergency & Acute Medicine

ACCOUNTABLE TO: Nurse Manager, Hospital in the Home (HITH)

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow

DEPARTMENT

HITH provides acute nursing therapy to patients in the community as a substitution for care otherwise provided in the inpatient setting. Alfred Health HITH cares for a diverse cohort of patients, within metropolitan Melbourne.
and across the state. HITH operates across the Alfred and Sandringham Hospitals, providing a seven day a week service. Patients can be referred from The Alfred, Sandringham and Caulfield Hospitals.

HITH aims to reduce the inpatient length of stay and improve the utilisation of the acute resources by offering home-based health care. As admitted inpatients, patients remain under the management of an inpatient medical unit until discharged from HITH.

Alfred Health HITH provides a broad range of treatments, including (but not limited to):
- Intravenous antibiotics
- Acute wound and drain care (Eg. VAC therapy, burns management)
- Anticoagulation management
- Cystic Fibrosis care
- Specialist therapies (Eg. Gancyclovir, home inotropes and IV Furosemide)
- Cancer care

Part of the Emergency and Acute Medicine program, HITH has a team of highly skilled nurses who coordinate referrals and deliver patient care in the home. An Infectious Diseases Consultant is allocated to HITH with a supporting resident.

Their treating medical team routinely reviews patients. If a clinical deterioration occurs, the HITH Clinical Coordinator and treating medical unit will facilitate a clinical review and/or re-admission to hospital.

POSITION SUMMARY

As a clinical nurse your practice will lead to excellence in patient care. You understand the importance of establishing a relationship between the patient and yourself in order to achieve the best possible outcomes for your patients. You will support efficiency and innovative ways of working with the EMR within HITH, to ensure excellence in patient care. You demonstrate the core nursing values of patient centered care, trust and respect in every interaction with patients, carers and colleagues. As nurse you are accountable for evaluating the patient’s plan of care in partnership with the patient, their carers, Clinical Coordinators and other members of the health care team. You are supported in your role as Nurse Clinician by the Clinical Coordinators, Clinical Support and Development Nurse and Nurse Manager roles.

KEY RESPONSIBILITIES

Quality Patient Care

Assessing the health care needs of the patients. Is responsible for implementing, evaluating and revising a plan of care for HITH patients, in partnership with the HITH Clinical Coordinator, medical unit and the patient.

- Systematically assess the patient, analyses data and identifies the patient’s nursing needs.
- In consultation with the Clinical Coordinator and medical unit, use knowledge, skills and problem solving approach to assess, plan and evaluate the effectiveness and appropriateness of the patients individual plan of care
- Involves the patient and carers in the plan of care.
- Implements the plan of care by providing direct acute nursing care to HITH patients, within the parameters of the department and organisational policies and guidelines
• Evaluate and validate the effectiveness of nursing strategies toward meeting expected patient outcomes, in consultation with the Clinical Coordinator, patient and medical unit.

• Recognises changes in the patient's condition and respond to clinical deterioration in accordance with the department and organisational guidelines, taking necessary action and documenting variation in the plan of care.

• Accept accountability for own actions and seeks guidance when a situation exceeds further experience and/or knowledge, practicing at all times within the relevant scope of practice

• As required, accept and coordinate patient referrals to HITH, supported by the Clinical Support and Development Nurse and Nurse Manager.

• Develops, implements and evaluates teaching plans for patients and carers that meet their learning needs and facilitates informed decision-making.

• Other responsibilities as requested by Clinical Support and Development Nurse or Nurse Manager on ad hoc basis.

**Staff Development**

Commitment to ongoing professional development of self, other staff and the nursing profession.

• Accepts responsibility for own continuing professional development by setting realistic goals based on assessment of individual strengths and learning needs

• Maintains own skills and knowledge through a self-directed learning process

• Supports the development of others by acting as a clinical resource to colleagues and participating in orientation and preceptoring of new staff

• Provides clinical support and development for nursing students

• Participates in continuing education activities, committees and professional groups

• Actively participate in the quality activities of the department and ensure awareness of all relevant practice changes.

• Maintain awareness of local and organisational practice changes by keeping up to date with email, department communication platforms and local meeting minutes

• Promotes own professional development through formal and informal review process utilising the Performance Management Process.
  
  o Evaluate own practice, identify and pursue development and educational requirements.
  o Actively participate in own performance and development plan by setting and working towards objectives, supported by both the Nurse Manager and Clinical Support and Development Nurse

• Act in Clinical Coordinator role and assume responsibilities as required and as requested by Clinical Support and Development Nurse or Nurse Manager.
Quality Improvement/Research
Support and participate in evidence based programs to evaluate the quality of nursing care and patient outcomes.

- Initiate and participate in quality improvement to promote quality patient care within the department
- Maintains current knowledge of clinical practice and research in nursing,
- Actively identifying areas of nursing practice where improvement can be made, participating in and/or facilitates research in nursing
- Ensure standards of excellence are established and maintained within the department by promoting a quality management culture.

Resource Management
- Actively manages the department resources to ensure maximum efficiency, including diligent monitoring of patient equipment and consumable requirements
- Work in consultation with other Nurse clinicians to optimise continuity of care and matching of skill base to patient need.
- Supports changes in service demand by flexibly managing workload where required, as requested by Clinical Coordinator, Clinical Support and Development Nurse or Nurse Manager

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

- Provide junior staff, students working in the unit with appropriate supervision, training and instruction in accordance with Alfred Health policies.
- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
• In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
• Research activities will be undertaken commensurate with the role

KEY CAPABILITIES:
• Proven people and communication skills including relationship building, cooperation, conflict resolution, influencing others and facilitating open discussions.
• Patient centred focus, adaptability, respecting diversity, innovative thinking, application of evidence into practice and self-management.
• Ability to work autonomously as well as working with others to deliver outcomes.
• An awareness of own values and beliefs surrounding healthcare with an ability to identify and respect an alternative view.
• Be aware of limitations in own knowledge and seek appropriate education and training.
• Present oneself in a professional and respectful manner.
• Ability to communicate accurately and effectively in both written and verbal forms.
• Excellent organisation and time management skills
• Demonstrated high level organisational and coordination skills
• Demonstrated self-motivation and the ability to motivate others
• Ability to initiate and manage change
• Demonstrate a flexible approach to changing demand

QUALIFICATIONS/EXPERIENCE REQUIRED
• Registered as a Registered Nurse with the Nursing and Midwifery Board of Australia via AHPRA.
• Experience within the acute and or ambulatory/community setting desirable
• A current Victorian Drivers Licence

DESIRABLE KEY SELECTION CRITERIA
• Post Graduate Qualification in relevant field

Position Description authorised by:
Stephanie Lang - Nurse Manager, Hospital in the Home
Victoria Snooks - Manager, Hospital Operations & Performance

Date: August, 2019