POSITION DESCRIPTION – The Alfred

DATE REVISED: 14 December 2020

POSITION: Spleen Australia – clinical service and registry nurse

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

CLASSIFICATION TITLE: RN Grade 3B Community Health Nurse

CLASSIFICATION CODE: ZJ1/ZJ2

DEPARTMENT/UNIT: Department of Infectious Diseases

DIVISION: Alfred Specialty Medicine

ACCOUNTABLE TO: Manager, Spleen Australia

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 OF INFECTIOUS DISEASES

The Department of Infectious Diseases at the Alfred Hospital is one of the largest and most comprehensive infectious diseases clinical services in the country. It is also an academic Department within the Faculty of Medicine, Nursing and Health Sciences, Central Clinical School, Monash University and is a premier centre for clinical and biomedical research and education.
The Department offers expertise in general infectious diseases, HIV/AIDS, hospital-acquired infections and antimicrobial resistance, infection prevention and antimicrobial stewardship, travel-related infections, viral hepatitis, sexually-transmitted infections, and infections in immunocompromised hosts including critical care, burns, cystic fibrosis and solid organ (lung, heart and kidney) and stem cell transplant recipients. We have four active clinical units at any one time with a dedicated general infectious diseases inpatient unit, an HIV inpatient unit, a general consultative service and an immunocompromised host service. Through our Alfred Infectious Diseases Training Program we provide outstanding opportunities for advanced training in infectious diseases.

One of the premier services provided by the Department is the Victorian State-wide HIV Service which provides a comprehensive program for individuals and populations affected by or infected with HIV in Victoria. This ranges from acute care and chronic illness management, to health maintenance, prevention and health promotion. Complications of HIV and antiretroviral therapy, in addition to the myriad of co-morbidities such as cancer, metabolic syndrome, cardiovascular disease, renal impairment, viral hepatitis and liver disease, drug and alcohol related disorders, neurocognitive impairment and psychiatric illness are all managed in a multidisciplinary ambulatory care clinic.

We are driven by excellence in patient care and this is supported by our passion for research, quality improvement and infectious diseases education and training.

**SPLEEN AUSTRALIA**

Spleen Australia – a clinical service and registry was established in 2015. Originally starting as, the Victorian Spleen Registry in 2003, Spleen Australia now covers Victoria, Queensland and Tasmania.

The service was established to address the increased lifelong risk of some fatal bacterial infections that exist in people; who have had a splenectomy or born without a spleen (asplenia), or those with a non-functioning spleen (hyposplenism). Hyposplenism can be a consequence of some medical illness eg. rheumatoid arthritis.

The primary cause of these patient’s increased risk of sepsis is the loss of the spleen’s role in filtering microorganisms from the circulation and its important role in antibody formation. Spleen Australia is a clinical service that has an ongoing medical relationship with enrolled patients. There are over 9,000 patients registered with the service. The service consists of nurses who are supported by a team of Infectious Diseases Physicians, works closely with GPs, treating doctors and patients. The service is also engaged in and supports a range of research projects in the area.

**POSITION SUMMARY**

Working as part of a nursing and medical team you will be primarily responsible with coordinating patients who have had a splenectomy or have a diagnosis of a non-functioning spleen, who are specifically at risk of acquiring an overwhelming sepsis. Patients are provided with; health information and education, along with the provision of regular updates regarding their vaccination status and prophylactic antibiotic regime. The role also involves promotion of the service to relevant health services and providing information to GPs and health professionals supporting people who have had a splenectomy or are rendered hyposplenic.

**KEY RESPONSIBILITIES**

- Liaise and supervise education sessions for patients with asplenia/hyposplenism
- Assist with the maintenance of accurate information of the patient database
- Registration of new patient onto the database
- Maintain confidentiality of patient information, medical records and reports
- Attend monthly Spleen Australia team meetings
- Assist with updating of educational materials and medical recommendations
- Ensure that the web-based database is conducted within The Alfred hospital’s HREC ethical guidelines and liaise with Monash Department of Epidemiology as required and the Ethics Department when necessary
- Updating medical and nursing staff with the activities of the service
- Preparing Spleen Australia patient reports for medical practitioners and registrants
- Assist in service development activities
- Undertake accurate service activity data collection as required
- Assist in coordination of service reports to funding bodies as required
• Other activities as required

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:
• 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:
Capabilities
• Advanced nursing practice skills
• Excellent written and verbal communication skills
• Ability to work within a team
• Ability to work autonomously and be self directed
• Experience working with patients in an ambulatory setting providing health information and advice
• Intermediate computer skills (experience in Word, Excel)

QUALIFICATIONS/EXPERIENCE REQUIRED:
Division 1 Nurse (APHRA registration)

Relevant clinical experience or experience working with a patient registry is desirable

Position Description authorised by: A/Prof Denis Spelman
Date: 14 December 2020