OUTPATIENTS COVID-19 Response
Position Description: Registered Nurse

DATE REVISED: February 2021

POSITION: Registered Nurse, COVID-19 Response, Outpatients

AWARD/AGREEMENT: Nurses (Vic Public Sector) Multiple Business Agreement 2016-2020

CLASSIFICATION TITLE: Registered Nurse: Grade 2 Year 1-10 (YP2-YP11)

DEPARTMENT/UNIT: Outpatients Program

DIVISION: Strategy and Planning

ACCOUNTABLE TO: Manager, COVID-19 Response, Outpatients Program

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 measure we work to everyday. Through research and education, we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviors that inspire others to follow.

DEPARTMENT
The Outpatients COVID-19 response consists of the Entry Point Screening (EPS) stations and COVID-19 Screening Clinic team. It is a dynamic, fast paced team responding to increases in demand and requirements during the COVID-19 pandemic.

The Outpatients COVID-19 Response team is responsible for implementing criteria set by the DHHS and Alfred Health in both the EPS and Screening Clinic services, supported by the leadership team.

EPS are the essential gate keepers to the organisation, ensuring all who enter have been appropriately screened. EPS team members are responsible for taking temperatures, asking screening questions, and determining the appropriate pathway for those who do not meet requirements of entry.
The Alfred COVID-19 Screening Clinic is one of many screening clinics established by the Victorian Government in response to the COVID-19 pandemic. It is located next to The Alfred hospital Emergency Department in the helipad car park, and is open seven days a week. In times of peak capacity, additional screening clinic locations may be also be opened to assist with screening pediatrics, families and Alfred Health staff.

Free screening is provided to individuals meeting the Victorian DHHS criteria. No appointment or referral is necessary for screening. The clinic is supported by a wide net of specialists within the organisation including Operations, Infection Prevention and Infectious Diseases teams.

POSITION SUMMARY

As Registered 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 demonstrate the core nursing values of patient centered care, trust and respect in every interaction with patients, carers and colleagues.

As a Registered Nurse in Outpatients COVID-19 response, you will work across both areas of the unit - EPS stations and The Alfred Screening Clinic. You will demonstrate a thorough knowledge of COVID-19 criteria as set by the DHHS and Alfred Health. You will display a strong understanding of the principles of the collection of samples specific to COVID-19 testing. You will support, educate and lead junior Allied Health Professionals.

The Outpatients COVID-19 Response Registered Nurse is expected to care and test for paediatric clients and their families.

There is an expectation that the Outpatients COVID-19 Response Registered Nurse will support the Manager, and may be asked to step into a Team Leader role or assist in other positions of responsibility as required. All Registered Nurses will be responsible for maintaining quality and safety portfolios.

KEY DUTIES AND RESPONSIBILITIES
Assesses the healthcare needs of patients. Is responsible for formulating, implementing and evaluating a plan of care, in partnership with the patient.

- Collecting specimens for COVID-19 testing, including obtaining oropharyngeal and deep nasal swabs (serology testing is excluded).
- Developing a thorough understanding of COVID-19 testing criteria as set by the DHHS.
- Completing non-invasive temperature checks and documenting findings and contact details.
- Systematically assesses the patient and identifies the patient’s needs.
- Implements direct care to patients.
- Recognises changes in the patient’s condition and takes necessary action.
- Accepts accountability for own actions and seeks guidance when a situation exceeds experience and/or knowledge.
- Develops, implements and evaluates teaching for patients and carers that meet their learning needs and facilitates informed decision-making.
- Delegation and supervision is a core responsibility of a Registered Nurse.
- Utilises all relevant clinical information systems including the patient electronic medical record.
Develops and maintains collaborative relationships with all disciplines.
• Respects decisions and actions of other staff; collaborates with team members to achieve desired patient outcomes.
• Contributes to interdisciplinary team meetings to facilitate patient care goals.

Supports and participates in evidence-based programs to evaluate and improve the quality of nursing care and patient outcomes.
• Maintains current knowledge of clinical practice and research in nursing.
• Actively participates in identifying areas of nursing practice where improvements can be made to the quality of nursing care.
• Initiates, participates in and/or facilitates research in nursing.

Commits to ongoing professional development of self, other staff and the profession.
• Accepts responsibility for own continuing professional development by setting realistic goals based on assessment of individual strengths and learning needs.
• Supports the development of others by acting as a resource to colleagues and participating in orientation and preceptoring of new staff.
• Participates in continuing education activities, committees and professional groups.
• Supporting health care students to meet their learning objectives in cooperation with other members of the health care team.
• Contributing to orientation and ongoing education programs.
• Acting as a role model to other members of the healthcare team.
• Participating where possible in preceptorship, coaching and mentoring to assist and develop colleagues.
• Participating where appropriate in teaching others, including students of nursing and inexperienced nurses, and other health disciplines.

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 independently 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.

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.
• Maintain responsibility for supporting enterprise security.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:
• Provide junior staff, graduates, 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.

COMMITMENT TO CHILD SAFETY
Alfred Health has zero tolerance for child abuse and are committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

QUALIFICATIONS/EXPERIENCE REQUIRED
• Registered as a Registered Nurse with the Nursing and Midwifery Board of Australia via AHPRA.
• Current and satisfactory Police Check
• Current and satisfactory Working With Children Check

Position Description authorized by: Meredith Coleborn, Clinical Services Manager, COVID Response

Date: February 2021