



## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>District Nurse (Registered Nurse or Endorsed Enrolled Nurse)</b>
<b>Location:</b>	WWHS sites as mutually agreed upon
<b>Reporting to:</b>	Clinical Manager Community Nursing
<b>Division:</b>	Community Health
<b>Award:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020–2024
<b>Level:</b>	Dependent on skills, qualifications and experience as per Award

#### **Overview of West Wimmera Health Service**

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroce, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

**Our Purpose – *Great care, every person, every time.***

#### **Our Strategic Goals**

##### ***Our people – Inclusive, Respectful, Productive***

To be a great place to work where everyone contributes and everyone belongs.

##### ***Our Care - Safe, Effective, Innovative***

To fully embrace new technologies and processes that 2 enable world class rural healthcare.

##### ***Our Community - Connected, Informed, Healthy***

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

##### ***Our Future - Environmentally Responsible, Economically Secure***

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align 4 the service's operations with established ESG principles.

## Our Values



### **TOTAL CARE**

Delivering care that is safe, effective and person-centred, always.



### **SAFETY**

Providing a safe workplace and services free from avoidable harm.



### **UNITY**

Working well together in a great place to work.



### **ACCOUNTABILITY**

Doing the right thing by our stakeholders and ourselves.



### **INNOVATION**

Using our imagination - if there's a better way we will find it.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities.

### **Position Relationships:**

<b>Key Internal Relationships</b>	<b>Key External Relationships</b>
<ul style="list-style-type: none"><li>• WWHS Employees</li><li>• District Nursing &amp; Clinical Staff</li><li>• Clinical Manager Community Nursing</li></ul>	<ul style="list-style-type: none"><li>• Clients/Carers</li><li>• Community &amp; other Service Providers</li><li>• Visiting Medical Practitioners</li></ul>

### **Position Overview:**

To provide appropriate & efficient nursing services to client's living in the community.

To achieve the standard of client care required by the Nursing Board of Victoria regulations & policies, in line with the philosophies & objectives of the unit & the Clinical Division within West Wimmera Health Service.

### **Key responsibilities:**

- To support the organisation to deliver quality services to clients in the community
- To continuously improve health service delivery through effective management
- To adhere to the philosophies & policies of the West Wimmera Health Service
- To ensure effective Human Resource management
- To enhance organisational corporate capability & culture
- To strengthen relationships with customers to enhance the image of the Service
- To adopt / promote the Active Service Model (ASM), to ensure frail older people and people with disabilities live in the community as independently and autonomously as possible.

### **Statement of duties:**

#### **Professional Practice:**

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.

- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.
- Assist with the coordination of District Nursing services at the respective site.
- Assist to develop & implement objectives for nursing services ensuring that the Active Service Model philosophy is implemented.
- Assist with the planning & implementation of the Quality Activity Program, including participation in preventative maintenance programs.
- Identify & make recommendations for minor works project relative to the area.
- Develop, in conjunction with Executive Manager Community Health, strategies for implementation of changes to service provision, reflecting external requirements / standards.
- Coordinate & support students undertaking work place experience & observation.
- Actively participate in the coordination, planning & delivery of direct care to clients in the community. Care is given within the nursing resources available, according to the nurse's experience and ability, & the individual client, adopting the Active Service Model philosophy.
- Initiates, maintains & promotes nursing research, to improve the quality of nursing provided.
- Uses a formulated assessment & care plan to collate data & oversee the development of individual planned care for the clients.
- Initiates referral to other service providers (both internally & externally) as relevant, utilising the mandated tools, protocols and arranging case conferences if required.
- Contributes to reporting needs through data collection to measure outcomes and contribute to continuous improvement.
- Advocates for the health needs of clients / carers for their community based rehabilitation / education needs.
- Uses a partnership approach to increase organisational, individual and community resources and acts as a clinical resource for other service providers.
- Participates in discussions regarding effective and equitable allocation of service delivery needs.
- Maintains and prioritises workload, ensuring timelines/ timeframes are adhered to.
- Recognises limitations of practice and experience, accepting guidance and direction as provided by appropriate others.
- Ensures the client rights, privacy, dignity and confidentiality is maintained at all times and that confidential information is not discussed without prior consent.
- Ensures economy in the use of supplies and equipment.

#### **Quality, Safety and Risk Management:**

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

**Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other District Nursing and Clinical Staff, clients and family/carers (with consent), volunteers, Medical Practitioners and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

**Key Selection Criteria:****Essential:**

1. Registered Nurse with current Nurses Board of Victoria Practicing Certificate and at least 3 years of nursing experience.
2. Effective communication and organisational skills.
3. Demonstrated ability to work effectively, both independently and as part of a multi-disciplinary health team and in collaboration with groups and individuals
4. Excellent analysis, reporting & writing skills.
5. Competence in using computer programs including Microsoft Office Software, Excel, Outlook and other databases relevant to the practice area.
6. Demonstrated understanding of Quality Improvement Principles, the EQuIP and the Common Community Care Standards.

**Desirable:**

1. Demonstrates clinical expertise and problem solving ability for autonomous community based care.
2. Has a knowledge and understanding of service coordination principles and practice as described by Home and Community Care, Department of Veteran Affairs, Active Service Model and / or other state funded directional papers.
3. Ability to assess, negotiate, and evaluate multidisciplinary care plans for clients/carers for service coordination and independence maintenance needs.

**Pre Requisites:**

1. NDIS Worker Screening Clearance
2. Working with Children Check
3. Fully vaccinated for COVID-19 as per current Department of Health Directive.
4. Flu Vaccination
5. Australian Driver's Licence

**Internal Direct Reports:**

Nil.

**External Direct Reports:**

Nil.

**Appraisal:**

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

**Certification**

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised By:</b> Executive Director of Community Health	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>