

POSITION DESCRIPTION

Position Title	Registered Nurse Grade 3B
Reports to (Title)	Manager, Hospital in the Home, Post Acute Care and Chronic Disease Services
Group Director/ Chief	Chief of Health Operations
Department	Ambulatory Services
Position Location	All campuses – inclusive of Community Home visits.
Award/Agreement	Salary & Conditions in accordance with Contract of Employment
Delegation of Authority Level	

Position Summary & Role Purpose

The Hospital in the Home Unit (HHU) is an acute outreach service that delivers hospital treatment to patients' in their own home. The Cabrini Wound Care Service is a post acute care service that delivers wound care to patients in the community. These services are overseen by Cabrini's Ambulatory services and utilises one work force to deliver care for both areas. The Registered Nurse Grade 3B actively supports Ambulatory services to ensure that the relevant clinical service demonstrates excellence, quality, current evidence-based practice and the highest level of patient satisfaction and staff engagement whilst working within the framework of Cabrini's Mission & Values and Behaviours That Matter.

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Leadership and management

- Seeks to foster a work environment, which enhances partnership, teamwork and co-operation
- Works collaboratively with all departments to facilitate the systems, processes and projects required to ensure the efficient, effective and responsive operation of Ambulatory services to work in line with Cabrini's strategic direction
- Contributes to improved service relationships and integration
- Responds to the need for flexible rostering to optimise patient care, meet service needs and those of the individual
- Supports team building within the inter-disciplinary team
- Possesses effective communication skills and has the ability to negotiate and consult across the interdisciplinary team

1.2 Operational Responsibilities

- Is responsible for the provision of compassionate, competent care in all areas
- Ensures patient care reflects evidence based practise

- Applies Cabrini's policies and clinical procedures/ guidelines in practice and instils the same principle in other co-workers
- Promotes and is actively involved in the assessment, planning, implementation and evaluation of nursing care ensuring accurate and timely documentation
- Ensures they work in partnership with patients, their family/carers, their treating doctor and other health professionals
- Actively contributes to ongoing quality improvement activities within the service
- Actively contributes to preparation for and achievement of Accreditation Standards
- Acts as a role model to staff in promoting professional values and ethics in clinical practice
- Reports any changes in patient's status to the relevant personnel, ensuring appropriate treatment is implemented and outcomes monitored
- Demonstrates attention to the needs of the patient and family to privacy, dignity and the maintenance of confidentiality
- Maintains skills in, and appropriate use of, all relevant Information and Communications Technology (ICT) and other systems within Ambulatory services

1.3 Resource Management

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter
- Is responsible for contributing to the efficient management of resources, both human and material, within Ambulatory services
- Utilises allocated resources necessary for service provision
- With Manager and/or Clinical Care Coordinator, monitors relevant KPI's and has awareness and understanding of the services activity and performance targets including expenditure targets

1.4 Contributes to the achievement of professional expertise for self and direct reports through:

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture

2. Work Health and Safety

Cabrini is committed to providing work environments which are physically and psychosocially healthy and safe for all employees, contractors, volunteers, students, patients, residents, customers and visitors.

All employees are personally responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions.

Employees shall comply with and apply the processes defined in the Cabrini Work Health and Safety Management System. This system enshrines a risk management approach to all work health and safety issues, including a structured method for controlling (eliminating or minimising) work health and safety risks.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

3. Safety and Quality

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

Organisational Relationships

- Reports directly to the Hospital in the Home Clinical Team Leader
- Maintains a close collaborative working relationship with the Manager, Hospital in the Home, Post Acute Care and Chronic Disease Services

Committee Membership

The Registered Nurse Grade 3B will participate as a member of the following committees:

- Relevant external committees as a representative of Cabrini
- As directed Clinical Team Leader and/or Manager

Staff Development

The Registered Nurse Grade 3B will demonstrate a commitment to personal and professional development of self and staff by:

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

Key Competencies

The Registered Nurse Grade 3B must demonstrate the following requirements:

ESSENTIAL

Educational/Vocational

- Holds (or working towards) a post graduate degree (or equivalent) in a relevant field (desirable)

Registration

- Registered Nurse with current unrestricted APHRA registration
- Current national police record and working with children check
- Current Victorian Drivers Licence

Experience

- Well consolidated clinical experience in acute outreach nursing, or acute surgical/medical/oncology nursing
- Ability to demonstrate high level of skill in clinical decision making, in particular with problem identification and management solutions
- Demonstrated understanding and commitment to delivering patient centred care
- Maintain personal ability in, and appropriate use of, all relevant Information and Communications Technology (ICT) and other systems within Ambulatory services

Knowledge

- Demonstrated knowledge of Central Venous Access Device, care and management and best practice principles
- Demonstrated knowledge of peripheral intravenous catheter insertion, care and management
- Demonstrated knowledge of venous thrombo-embolism management and evidence based practice
- Demonstrated knowledge of wound care and best practice care models
- Demonstrated knowledge of negative pressure wound therapy, care and management (desirable)
- Demonstrates a high level of skill in clinical decision-making, in particular in problem identification and solution, and analysis and interpretation of the changing health status
- Demonstrates a commitment to maintaining knowledge and understanding of acute outreach services and professional issues and their impact on service delivery

Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

Cabrini Mission, Values and Behaviours that Matter

Our mission

WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

Our values

Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.

Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

Behaviours that matter

Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

We are committed to safety and quality:

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

We are here to provide service:

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

We work together to achieve the best outcome:

Behaviours that matter	Unacceptable behaviours
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We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

We exhibit a positive attitude:

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

We want to build a just and sustainable community:


Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

APPROVAL

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.

I certify that this position description is an accurate description of the responsibilities assigned to the role

Approved:  8/2/19
Group Director, People & Culture Date

Authorised:  7/2/19
Chief of Health Operations Date