

# Position Description

Position Title	District Nurse
Position Number	30028143
Division	Community and Public Health Services
Department	Community Nursing and Home Care Services
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	District Nurse Level 1-2
Classification Code	YQ1-YU1
Reports to	Manager Community Nursing and Home Care Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700-bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition, more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## Community and Public Health Services

The Community and Public Health Services Division has a primary focus on improving the health outcomes of the communities in our region. With a range of local and regional programs supporting place-based health promotion, prevention, care and support, they work collaboratively with other divisions and regional partnerships and networks to support quality outcomes. The Division has a strong leadership role in the Loddon Mallee Region and is committed to ensuring processes are in place to deliver on our vision.

The Division provides support for the Public Health Unit, Community Services, Aged Care Residential Services (200+ residents), Infection Prevention & Control and Public Private Partnership (PPP). It has key roles in public health, inclusive of health promotion and prevention, Aboriginal Services, vaccination/testing clinics, infection control practices, Bendigo Hospital maintenance, carer support and community nursing.

In addition, the Community and Public Health Services Division holds the professional portfolio of Chief Nursing and Midwifery Officer. Nurses are the largest work group within Bendigo Health and the position is focused on supporting our nursing workforce to feel valued and empowered.

## The Community Nursing and Home Care Services Team

**Community Nursing Service (CN&HCS)** provides holistic health care to people who are frail aged, younger people with a disability, and their carers to maintain independence. The service combines a range of clinicians who support clients with their individual needs.

The team incorporates:

- Community Nursing Service
- Regional Community Continence Service
- Regional Wound Management Service
- Regional Dementia Consultancy service
- Home Care Workforce

CN&HCS aims to improve independence, health, wellbeing and quality of life and prevent premature admission to hospital or residential care. CN&HCS staff encourage clients and carers to participate in their care and maintain their independence.

CN&HCS operates in a diverse community in terms of age, gender, health issues, abilities, cultural and socio-economic background, language, skills, education, spirituality and sexuality.

# The Position

All staff at Bendigo Health are an integral part of the health care service team and should have, or aspire to, the personal qualities; knowledge and skills as described in the Bendigo Health Staff Capabilities Statement (refer to link at top of page). All nurses are required to ensure they operate within their scope of practice at all times.

The District Nurse provides clinical care provision services to people in their homes within the shire of Bendigo. Nursing care involves a range of activities such as medication administration, diabetes care, wound management, stomal therapy and catheter/continence care. Registered Nurses (Division 1) and Enrolled Nurses work together as part of the District Nursing workforce.

As a key member of the CN&HCS team the District Nurse plays a crucial role in ensuring our clients receive treatment at home to keep hospital admissions and readmissions to a minimum. In addition to providing direct care, you will also empower clients with their carers, to develop goals and be actively involved in their care.

As part of the team, you will be supported by specialist consultants in the areas of continence, dementia, diabetes and wound management to achieve client centred goals.

## Responsibilities and Accountabilities

### Key Responsibilities

- Facilitate nursing care to clients in their home within scope of practice
- Safely drive a vehicle provided by the Bendigo health service according to organisation policy, maintaining equipment provided
- Comprehensively assess health status of eligible clients and, with client involvement, develop a supportive care plan that facilitates client empowerment and commitment to active participation in their healthcare
- Assist clients to attain/maintain an optimum level of health and independence based on the principles of wellbeing and reablement
- Offer support, information and health education that is culturally relevant to clients and relatives/carers
- Maintain and record relevant information in client files (RCP), and prepare necessary reports and documentation
- Liaise with relevant staff, General Practitioners, and local service providers to ensure continuity of care and collaboration for clients and their carers
- Work co-operatively as part of a multidisciplinary team recognising expertise and contribution of all team members, collaborating in treatment and referral to other relevant services as necessary
- Actively participate in case conferences with other members of the team, assisting in decision making regarding treatment goals and care plans as required.

- Assist in the supervision and evaluation of undergraduate, graduate and postgraduate nurses when required
- Active involvement in departmental meetings
- Participate in staff development and training as required
- Participate in the orientation of staff as directed by the Manager or delegate
- Participate in service development and quality improvement as required
- Other duties as determined by manager or supervisor

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee, you have a responsibility to participate in and commit to ongoing quality improvement activities using existing frameworks such as Aged Care Standards and NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. Registration as a Registered nurse to the Australian Health Practitioner Agency (AHPRA)
2. Current Drivers Licence with no restrictions
3. Demonstrated ability to provide effective and high-quality nursing care in a complex, changing environment
4. Demonstrated ability to communicate effectively across staff, client, community and professional groups inclusive of skills to manage conflict
5. Demonstrated knowledge of the services/ funding models available to support clients in their home and how to refer to such services
6. Demonstrated commitment to working in a team recognising and respecting the contribution of all team members
7. Demonstrated experience with information technology software including troubleshooting

### Desirable

1. Minimum of 3 years' experience in nursing, post registration, in a clinical environment with recent experience in a community nursing setting
2. Advanced clinical skills in chronic wound management, catheter management (IDC and SPC), diabetes management and medication support in the community
3. Postgraduate Studies within Community Nursing and or Gerontological Nursing

# Mandatory Requirements

**National Police Check** A Current and Satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Working with Children Check** Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

**National Disability Insurance Scheme (NDIS) Check** Where applicable, completion of a clear National Disability Insurance Scheme (NDIS) Check must be undertaken for all positions providing services under the NDIS. A NDIS check is required to be completed prior to commencement at Bendigo Health where the position involves working within a Disability Service or providing service under the NDIS.

**Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

**Drivers Licence** A current Victorian driver's licence is required for this position.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*