

# Position Description



<b>Position Title:</b>	<b>Registered Nurse – Grade 3A, year 2</b>
<b>Location:</b>	Malvern
<b>Department</b>	Hospice
<b>Reporting To:</b>	Hospice Manager
<b>Main Purpose of Position:</b>	<p>A Very Special Kids (VSK) Nurse is responsible for ensuring that clinical practice and delivery of care is consistent with VSK and Nursing and Midwifery Board of Australia Standards. The position is responsible for providing comprehensive, safe, evidence-based practice to facilitate optimal care; performing self-assessment of scope of practice and competence related to assigned responsibilities.</p> <p>Commitment to providing high quality care to the children and families accessing Very Special Kids Hospice.</p> <p>Working effectively as part of a skilled, creative, professional and compassionate team.</p>
<b>Decision Making Authority</b>	As per Very Special Kids' Delegation of Authority
<b>Key Relationships</b>	<p><b>Internal</b>          Hospice Manager          Intake &amp; Assessment Coordinator          Clinical Nurse Educator          Hospice and Family Support staff          Chief Medical Officer and Visiting Medical Officers</p> <p><b>External</b>          Very Special Kids families          Hospitals and allied health providers          Community agencies</p>
<b>Key Selection Criteria</b>	<p><b>Qualifications/ Education Training and Work Experience</b></p> <ul style="list-style-type: none"> <li>• Registration as a Registered Nurse with AHPRA</li> <li>• Qualification as a General Nurse</li> <li>• 2 + years of post-graduation Registered Nursing experience preferably in either paediatrics, palliative care or disability</li> <li>• Experience working with multidisciplinary teams and volunteers</li> <li>• Post graduate qualifications/working towards/or preparedness to work towards same, in palliative care or related field is highly desirable.</li> </ul> <p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrated commitment to ongoing personal and professional development, as evidenced in a Continuing Professional Development (CPD) record/Professional Practice Portfolio (PPP) and self care.</li> <li>• Commitment to child-safe work practices and environment</li> </ul>

	<ul style="list-style-type: none"> <li>• Teaching/Mentoring of junior staff experience</li> <li>• Basic life support</li> <li>• Experience in paediatric hospice care</li> <li>• Demonstrated experience with nasogastric tubes, tracheostomy care, gastrostomy care and seizures</li> <li>• Advanced assessment, intervention and review skills</li> <li>• Ability to work with a high level of independence and autonomy</li> <li>• High level shift organisation and time management skills</li> <li>• Demonstrated capacity and experience in working collaboratively with other stakeholders and systems</li> <li>• Commitment to quality improvement and ongoing evaluation</li> <li>• Utilisation of IT systems to document and record nursing activities</li> </ul> <p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment.</li> <li>• Employees are required to maintain a valid Working with Children's Check and undertake a National Criminal Record Check every three years throughout their employment.</li> <li>• A current, full drivers licence for the State of Victoria</li> <li>• Employees are required to provide and maintain required immunisations and serology results as part of their employment.</li> </ul> <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Highly developed interpersonal and communication skills, both written and verbal, and a proven track record in engaging with a range of stakeholders.</li> <li>• Demonstrated ability to work effectively and collaboratively with both clinical and non-clinical staff.</li> <li>• Proven ability to work independently and demonstrated initiative in performing duties.</li> <li>• Ability to work well under pressure and be flexible to changing priorities and environment.</li> </ul> <p><b>Values</b></p> <p>All employees are required to demonstrate the VSK Values:</p> <ul style="list-style-type: none"> <li>• Respect - by recognising the individual, welcoming diversity and nurturing choice</li> <li>• Collaboration - by building connections, strengthening relationships and partnering</li> <li>• Community - by creating supportive relationships and a sense of belonging</li> <li>• Compassion - by being welcoming and showing warmth, hope and empathy</li> <li>• Learning - by enhancing and sharing our skills, experiences, knowledge and wisdom</li> <li>• Integrity - by acting ethically, honestly, fairly and with accountability</li> </ul>
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**Key Areas of Responsibility**

**Clinical Care**

**Key Performance Indicators**

<p>Maintain the proficiency to assess, plan, implement, and evaluate nursing care to meet identified outcomes on an ongoing basis</p>	<ul style="list-style-type: none"> <li>• Care is provided in accordance with Very Special Kids policies and procedures, practicing within own scope of practice in accordance with Nursing and Midwifery Board of Australia guidelines</li> <li>• Individual child care plans are formulated, implemented and evaluated in collaboration with parents / care givers to achieve identified outcomes</li> <li>• A range of assessment techniques utilised to collect relevant and accurate data</li> </ul>
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	<ul style="list-style-type: none"> <li>• Determines agreed priorities for care of individuals.</li> <li>• Prioritises workload based on the individual/shifts needs, acuity and optimal time for intervention.</li> <li>• Identify and escalate care in an autonomous environment</li> <li>• Ongoing assessment processes are adhered to with participation in discharge planning to ensure the provision of timely and appropriate services</li> </ul>
Lead the delivery of nursing care within the hospice on shift/support the Nurse in Charge of the shift in the delivery of nursing care	<ul style="list-style-type: none"> <li>• Provides appropriate supervision and delegation of tasks to ENs and Personal Care Workers (PCW) on shift</li> </ul>

<b>Support of Systems</b>	<b>Key Performance Indicators</b>
Maintain administrative systems for children ensuring up to date case notes and statistics are recorded on client management systems.	<ul style="list-style-type: none"> <li>• Assessments and clinical notes are provided with relevant statistics in accordance with agreed time frames</li> <li>• Documentation of all care provided together with concise note taking</li> </ul>
Ensure maintenance of confidential family records	<ul style="list-style-type: none"> <li>• All records maintained in accordance with the Very Special Kids Privacy and Confidentiality policies</li> </ul>
Manage complaints and grievances related to families and the provision of care	<ul style="list-style-type: none"> <li>• All complaints and grievances dealt with in accordance with approved policy</li> </ul>
Assist in the implementation and execution of audit schedules.	<ul style="list-style-type: none"> <li>• Participation in audits and timeframes as required.</li> </ul>
Safe practice and incident management	<ul style="list-style-type: none"> <li>• Measures are implemented to evaluate the safety of work practices with correction and reporting of non compliance in accordance with Very Special Kids policies and procedures</li> <li>• Reporting of actual or near miss events are reported in accordance with Very Special Kids policies and procedures</li> </ul>
Participate in hospice school holiday program activities and outings as required	<ul style="list-style-type: none"> <li>• Successful implementation of school holiday programs</li> </ul>

<b>Teamwork</b>	<b>Key Performance Indicators</b>
Works together with medical, nursing, personal care and allied health team to provide best quality care	<ul style="list-style-type: none"> <li>• Quality of care provided in the Hospice</li> </ul>
Communicates and collaborates to build positive and harmonious working relationships across the organisation.	<ul style="list-style-type: none"> <li>• Effective relationships built with Fundraising, Corporate, Family Support teams.</li> <li>• Implements strategies for the resolution of conflict in a timely manner.</li> <li>• Actively participates in attending and supporting organisational meetings and committees as required.</li> </ul>

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Professional Development	Key Performance Indicators
Review own work performance, identifying learning needs and demonstrate planned professional development	<ul style="list-style-type: none"> <li>Active participation in the annual Performance and Development Plan and Review (PDP) process</li> <li>Demonstrates competency in the core clinical nursing goals and demonstration of the VSK Values</li> </ul>
Attendance and participation in the Nurses All Team Meetings, in-house training days/sessions, Group Clinical Supervision sessions to promote learning, self-development and reflective practice	<ul style="list-style-type: none"> <li>Minimum of 50% of All Team meetings attended annually</li> <li>Attendance at mandatory In House Training Days and Group Clinical Supervision</li> </ul>
Accept responsibility for the professional development of delegated personal care workers and mentoring of student placements	<ul style="list-style-type: none"> <li>Undertakes performance reviews and development (completion of PDPs and ongoing mentoring) of PCWs/ENs under supervision</li> <li>Acts as a mentor/professional role model and contributes to the professional development for other nurses, PCWs and students in the hospice</li> </ul>

### Quality, Safety and Improvement

<p>VSK Employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> <li>Acting in accordance and complying with all relevant Safety and Quality policies and procedures</li> <li>Identifying risks, reporting and being actively involved in risk mitigation strategies</li> <li>Participating in and actively contributing to quality improvement programs</li> <li>Complying with the requirements of the National Safety &amp; Quality Health Service Standards</li> <li>Complying with all relevant clinical and/or competency standards</li> <li>Complying with the principles of Patient and Family Centred Care that relate to this position</li> </ul>
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Conditions of Service	
Hours	As per contract
Terms and Conditions	As per Very Special Kids Nurses and Personal Care Workers Enterprise Agreement
Tenure	As per contract ie; Casual or Permanent part time following the conclusion of a six months probationary period.
General	Employment with Very Special Kids will be subject to a satisfactory Police Check and a Working with Children Check.

**Privacy Statement: Personal Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.**

Approvals	
Created by:	Katrina Hall
Approved by:	Sue Kearney

Date of Last Update:	16 July 2021
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