



**POSITION DESCRIPTION**

<b>Position title:</b>	Clinical RN – Part time
<b>Location:</b>	Home Care Packages 197 Flemington Road North Melbourne
<b>Reporting to:</b>	Home Care Package Manager

We are an award winning organisation established to provide a range of accommodation and support services to people that are facing disadvantage throughout metropolitan and regional Victoria. Our aspiration is to be the leader in providing care, hope and advocacy for those facing disadvantage through our provision of services that effectively meet the needs of people experiencing or at risk of homelessness.

We are committed to the principles of social justice and aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation or religion. We recognise cultural, gender and occupational differences; we encourage diversity and employ dedicated, talented and enthusiastic staff who work across a range of programs and services.

We lead the way in providing LGBTIQ culturally safe and inclusive services in the homelessness sector. Our work to support LGBTIQ clients and residents has been recognised by awards from the Victorian State Government, the Homelessness Sector, and the LGBTIQ community.

Our purpose is to create opportunities and lasting change for the most marginalised. Integral to the VincentCare work practice is respect for a client’s dignity and an openness to understand a client’s needs in order to provide support and encouragement.

Our job is always to enable and empower.



**ROLE PURPOSE**

The HCP Clinical RN undertakes clinical assessment for clients in liaison with the case managers, has oversight of nursing services and clinical care services provided by contracted partners to HCP client’s in the community and provides consultation and guidance for both the case management team and support worker team. This is performed in accordance with the scope of practice of a RN as determined by the Australian Health Practitioner Agency (AHPRA), the Nursing and Midwifery Board Australia (NMBA) and ANMAC Competencies, and is consistent with the Consumer Directed Care (CDC) principles. Client Care is delivered in accordance with the Aged Care Quality Standards and Organisational values, standards, policies and procedures and to the concept of continuous quality improvement



**ROLE ACCOUNTABILITIES**

Key Result Area	Key Accountabilities
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>▪ HCP Clinical RN is responsible to conducting clinical assessments and reviews as required or requested by clients and in consultation with Case Managers, liaising with mainstream and specialist health providers and providing secondary consultation with other program staff</li> <li>▪ The Clinical RN is responsible for the development and maintenance of a caring, co-operative and respectful relationship with clients, relatives or guardians, and will work autonomously without supervision, and co-operatively as part of the broader team, to ensure a high level of team functioning</li> <li>▪ Co-ordinate the development o, implementation and ongoing review of clinical assessment and care planning including areas of specialised nursing care, in an outreach capacity</li> <li>▪ Ensure a high level of clinical oversight and care is maintained in the Program at all times</li> <li>▪ Conduct clinical assessments in the community, as required or requested by clients, in consultation with the Case Manager, and documented within individual client care plans</li> <li>▪ Review and respond promptly, effectively and appropriately to changes to a client's health status</li> <li>▪ Support nursing care delivery consistent with medical treatment and directives issued by Medical Practitioners, including the management of medication systems</li> <li>▪ Ensure that cline sand/or their nominated representatives are involved in decision making regarding their care and treatment and act as an advocate to the client and/or nominated representative if and where necessary to ensure their rights are upheld</li> <li>▪ To follow all reasonable directions as established by the Program Manager</li> </ul>
<b>Client focus</b>	<ul style="list-style-type: none"> <li>• Understand and maintain positive relationships with clients</li> <li>• When required to take on short term Case Management of clients with significant clinical issues</li> <li>• Assist in resolving client concerns and referring and reporting such matters to the Program Manager or delegate</li> <li>• Actively work toward surpassing client expectations through honesty, transparency, communication and participating in quality improvement activity</li> <li>• Assist customers with referrals to external providers as deemed necessary</li> </ul>
<b>Administrative function</b>	<ul style="list-style-type: none"> <li>• Ensure client files, including notes, care plans and other assessments are up to date</li> <li>• Responsible for the completion of documentation required to fulfil the program's reporting to clients and the Department of Health</li> <li>• Maintain an understanding of Home Care Packages Consumer Directed Care and required processes and documentation</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure all work undertaken within areas of accountability complies with VincentCare values, policies, procedures, codes of conduct and legislative/regulatory requirements and the Aged Care Quality Standards</li> <li>• Ensure awareness of the policy, legislative and other relevant compliance</li> </ul>



	obligations from day one of a working relationship with VincentCare
<b>WHS</b>	<ul style="list-style-type: none"><li>• Exercise a duty of care to work safely, taking appropriate reasonable care to protect your own health and safety and that of your fellow colleagues, volunteers and clients.</li><li>• Ensure working within appropriate risk management and OH&amp;S procedures and operating practices</li><li>• Participate in any periodic reviews of work practices/operating arrangements within areas of accountability to ensure potential risks/hazards/breaches are identified and appropriately managed to meet compliance requirements</li></ul>

### KEY SELECTION CRITERIA

<p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• Current registration with Australian Health Practitioners Regulation Agency (AHPRA) as Registered Nurse (Division 1) with no restrictions on registration to practice</li></ul>
<p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"><li>• Post graduate experience and/or qualifications in Community Health or Gerontology</li><li>• Aged Care experience – community based preferred</li><li>• Understanding of accreditation process and the requirements of the Aged Care Quality Standards as they apply in a community setting</li><li>• Current, full Victorian Driver's Licence</li></ul>
<p><b>Skills and Personal Attributes</b></p> <ul style="list-style-type: none"><li>• Possess skills to work collaboratively, advise and support other staff</li><li>• Well-developed interpersonal skills</li><li>• Be able to work autonomously and collaboratively within a team environment</li><li>• Ability to carry out responsibilities expected of a Clinical RN within a community setting</li><li>• Ability to administer medications safely and in accordance with legislative requirements</li><li>• Demonstrate commitment to the principles of Consumer Directed Care</li><li>• Ability to take necessary initiatives and make appropriate judgements, regarding clinical care</li><li>• Understanding of, and ability to undertake clinical assessment and develop or inform care plans</li></ul>