

## Position Description

<b>Position Title:</b>	Continence Nurse Advisor
<b>Department:</b>	Rural Health Team
<b>EBA / Award:</b>	Nurses and Midwives (Victorian Public Sector) Single Interest Employers Enterprise Agreement 2024-2028
<b>Classification:</b>	Community Health Nurse (Sole) CN5
<b>Employment conditions:</b>	<input checked="" type="checkbox"/> Vaccination Category A <input type="checkbox"/> Vaccination Category B <input type="checkbox"/> Vaccination Category C
<b>This role is an identified role under the MARAM Framework:</b>	<input type="checkbox"/> Tier 0 (Foundation) <input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3 <input checked="" type="checkbox"/> Tier 4
<b>Location:</b>	Wangaratta With the occasional travel to other sites required
<b>Reports to:</b>	Program Manager Rural Health Team
<b>Direct Reports:</b>	Nil
<b>Budget Responsibilities:</b>	Nil

## Program Information

This position will deliver Continence Nursing services within the Home and Community Care Program for Younger People (HACC-PYP) and Commonwealth Home Support programs and within the Fee-For-Service stream. Services are provided in clients' home and in the clinic setting. This position is part of the Rural Health Team, a multidisciplinary team delivering Allied Health and Nursing services. The target population is typically older adults (65+), people with disabilities or people with chronic conditions impacting on their daily function. The Rural Health Team services are delivered in peoples' homes, communities or are clinic based. We use a mixture of individual and group service delivery models and have a focus on wellness and reablement.

## Purpose of the Role

This position will provide a flexible and timely Continence Nursing service focussed on support for older frail or younger disabled people (or their carers) to be more independent at home and in the community. This support aims to enhance quality of life and/or preventing admission to an acute facility or inappropriate admission to long term residential care.

A willingness to work collaboratively across all Gateway Health public and fee for service funded programs is required as resources permit.

## Scope of Practice / Professional Standards

Scope of practice delineates the extent of an individual practitioner's clinical practice based on the individual's credentials, competence, performance and professional suitability. Gateway Health requires all employees to work within the defined scope of practice for their specific role and in line with their appropriate professional standards or scope of practice outlined by the relevant professional registration body (i.e. AHPRA, SPA, DA).

The scope of practice for this position is governed by AHPRA and the Continence Nurses Society of Australia (CoNSA).

## Liaises with Internally

Gateway Health staff, including:

- Business Services.
- Executive Leadership Team.
- Senior leadership team.
- Employees.
- Gateway Health committees and working groups.
- Students and Volunteers.

## Liaises with Externally

This position may be expected to liaise with, though not limited to the following:

- Clients and their families.
- Academic and professional bodies such as Continence Nurses Society of Australia (CoNSA), Australian and New Zealand Urological Nurses Society (ANZUNS), Continence Foundation of Australia (CFA).
- Department of Health and Department of Fairness, Families and Housing Local Government staff and representatives.
- Community service organisations.
- Health services including Northeast Health Wangaratta, Alpine Health, Mansfield Health and Benalla Health.
- Other Not for Profit Organisations.
- Medical and health services including GPs and medical specialists.
- Other key stakeholders including care management agencies, local councils and other nursing services including other Continence Nurse services, District Nursing services, Urology Practice Nurses and Care Co Ordination teams.
- Other service providers - including acute, subacute, community and primary care that impact on CHSP, HACC, NDIS and other FFS clients.
- Commonwealth and State funding bodies.

### Key Responsibilities and Accountabilities

#### Role Specific Duties

- Provide expert, person-centred continence advice and act as a key resource for referrers, clients, and stakeholders.
- Conduct comprehensive, culturally appropriate continence assessments using advanced clinical skills.
- Develop, implement, and evaluate evidence-based continence care plans in partnership with clients, ensuring dignity, autonomy, and cultural preferences are respected.
- Monitor progress and modify care plans to achieve agreed outcomes, including coordination with external stakeholders.
- Deliver tailored education and resources aligned with individual health literacy needs.
- Work autonomously in the role while contributing effectively within a multidisciplinary team and maintaining clear professional boundaries.
- Coordinate care, including referrals and collaboration with health professionals to optimise client outcomes.
- Provide secondary consultation and clinical support to nurses, aged care services, and other providers across the region.
- Communicate effectively with GPs, specialists, and funding bodies through timely, high-quality documentation and reports.
- Maintain accurate clinical and activity data in accordance with organisational and professional requirements.
- Contribute to multidisciplinary meetings, group programs, and regional continence forums, including education and mentoring activities.
- Contribute to service delivery targets, ensuring timely and appropriate client flow through the program.

- Demonstrate high standards of professional practice in line with relevant nursing standards, codes, and frameworks.
- Engage in continuous professional development, reflective practice, and research appraisal to inform evidence-based care.
- Participate in quality improvement, policy development, and service innovation activities.
- Manage stock and resources as required.
- Maintain mandatory training and professional registration requirements.
- Role model high standards of professional practice and conduct in client service delivery, working in partnership with colleagues and agencies.
- Funding and Service Agreement Targets are met to ensure Clients are exited from the program appropriately and timely.
- Provide evidence-based practice in line with professional and funding requirements.
- Complete high-quality clinical notes within agreed time frames and in accordance with GH and relevant professional body policies and procedures.
- Timely and accurate commencement and maintenance of client records, financial and statistical data and any other information per organisational policy.
- Complete all program specific administrative tasks within the required time frames.
- All data is entered onto designated service databases, including excel spreadsheets.
- Participation in regular administration supervision, performance reviews, appraisals, professional development and clinical supervision if relevant to your role.
- Competently use all relevant organisational databases - including but not limited to VHIMS, RelainSys, clinical software, financial software
- The employee commits to carrying out any extra tasks or duties as directed by their supervisor or management, extending beyond those specified above, as considered reasonable and necessary for the effective functioning of the organisation.

#### Financial Management

- Purchase Orders and Invoices raised and processed within Finance policy and procedures.

## Key Performance Indicators

- Demonstrate positive and supportive behaviours consistent with Gateway Health’s values, towards all staff, volunteers, contractors, and clients.
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role.
- Ensure all clinical documentation is completed in accordance with Gateway Health policies, procedures, and standards.
- Funding and Service Agreement Targets are met each financial year.

## Quality, Safety, Risk, and Improvement Responsibilities

- Ensure an understanding of individual responsibility for safety, quality and risk and adhere to all relevant legislation, regulations and organisational policies, procedures, and guidelines.
- Working within the Risk Management Framework, identify, report hazards, and manage risks and ensure actions are taken to prevent and minimise harm to yourself, your colleagues, consumers, members of the public and the organisation.
- Actively contribute to quality assurance initiatives and other program activities to meet all relevant benchmarking and accreditation standards.
- Actively consult with the internal customer or consumer feedback and respond accordingly to identify areas of need and improvement.
- Contribute to a safe and welcoming workplace at all times.
- Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings.

## Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying).
- Sitting, standing, bending, reaching.
- Computer work, data entry.
- Operating equipment.
- Use of personal protective equipment.
- General waste handling.
- Driving motor vehicles.
- Dealing with anxious or upset staff, consumers, or members of the public.
- Work at and travel to other locations will be required.
- Willingness to engage in a flexible work model that may require out of hours work and travel.
- The occupant of this position understands and acknowledges that they may be required to be redeployed and work as assigned if requested to meet the Health Service's responsibilities in the event of a disaster or emergency.

## Code of Conduct

Employees are expected to, always:

- Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures.
- Maintain a high professional standard and work with integrity.
- Work collaboratively.
- Communicate with respect and tolerance.
- Maintain a client focus.
- Adopt a Continuous Improvement approach.
- Maintain privacy and confidentiality at all times.
- Work within legislative and compliance framework.

## Key Selection Criteria

### Essential

1. Ability to behave in accordance with the Gateway Health Values.
2. Tertiary qualifications as a Registered Nurse with current registration with Australian Health Practitioner Regulation Agency (AHPRA).
3. Post Graduate qualifications relevant to Urology or Continence Nursing, or demonstrated advanced level of clinical nursing expertise in the field of continence/urology.
4. Demonstrated experience in urological or continence nursing.
5. Demonstrated ability in IT systems including Microsoft Office (Outlook, Word/typing skills) and client management systems.
6. Well-developed communication skills with the capability to prepare reports and correspondence in clear information in a manner appropriate to the purpose and audience.

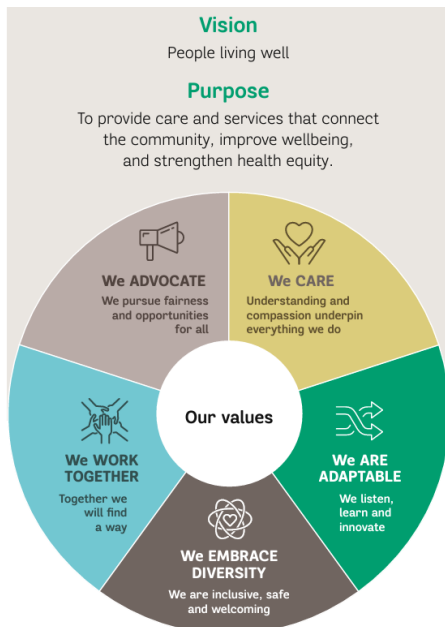
### Mandatory Requirements

1. Current Australian Drivers Licence or accepted International Drivers licence.

2. Confirmation of your right to work in Australia, Satisfactory National/International Police, National Disability Inclusion Scheme Worker Check and Victorian Working with Children Checks must be provided prior to commencement.
3. Evidence of Influenza Vaccination or Exemption must be provided prior to commencement.

## About Gateway Health

Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).



## Principles

**We RESPECT** the strength of individuals and the community, and their capacity to recover from adversity.

**We RECOGNISE** the importance of adaptability and responsiveness to enable us to deliver on our commitment to the community.

**We ACTIVELY LISTEN** and work alongside the community and each other to design and deliver better solutions.

**We BELIEVE** a learning culture is critical to enhancing the wellbeing of staff, clients and the community.

**We CONTRIBUTE** to creation of a connected and integrated health and community care system to achieve the best outcomes for our clients and community.

Gateway Health strives for an achievement culture that encourages innovation and initiative. We build and foster strengths-based programs that focus on support and recovery. Our staff are our greatest asset.

The organisation employs over 380 staff providing a range of primary health and welfare services across the Ovens Murray region in North East Victoria and parts of Southern New South Wales. Gateway Health serves all people, and is committed to improving individual and population health outcomes. We will do this by providing health care and support to individuals and communities in times of need, and by actively working with our partners to address the social and environmental determinants of health. They are delivered through a mix of centre-based services in Wodonga, Wangaratta and Myrtleford, and outreach services to rural communities across the region.

Gateway Health is committed to creating a workforce that reflects the communities we serve. We believe that a workforce that recognises and celebrates diversity will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally, linguistically and faith diverse people.

### Review of Position Descriptions:

This position description will be reviewed annually, during annual appraisals, and when the position becomes vacant or as deemed necessary.

## Acceptance of position description

I acknowledge:

- That I will recognise and celebrate diversity and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health is an equal opportunity employer and has a smoke free workplace policy.
- That Gateway Health has a zero tolerance of child abuse and family violence, all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure and MARAM Framework.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate from the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

**Accepted by**

(print name):

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**Employee**

**Signature:**

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**Date:**

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