



Position Description Registered Nurse

Very Special Kids supports families throughout their experiences of caring for children with a life-threatening condition, from diagnosis through to recovery or bereavement.

Job Title/ Classification:	Registered Nurse Grade 3A
Location:	Malvern
Department:	Hospice Team
Reporting To:	Direct: Hospice Manager Line direct: Deputy Hospice Managers
Main Purpose of Position:	Accountable for the delivery of specialist and general nursing care and duties in accordance with accepted standards of nursing practice. Commitment to providing high quality care to the children and families accessing Very Special Kids House. Working effectively as part of a skilled, creative, professional and compassionate team.
Key Relationships	Internal: Hospice Manager Deputy Hospice Managers Family Support Team Manager Family Support Team and Hospice Staff External: Very Special Kids families Hospitals and allied health providers Community agencies
Key Selection Criteria Qualifications	<ul style="list-style-type: none"> • Current Registered Nurse AHPRA Registration • Certificate, Diploma or Degree in general nursing which meets the requirements of the Australian Health Practitioners Regulation Agency (AHPRA) • Tertiary experience in related field in either paediatric oncology nursing or palliative nursing preferred

<p>Experience</p>	<ul style="list-style-type: none"> • Previous experience in working within an inter-disciplinary team environment which has specifically included volunteers • Demonstrated competence in relevant specialist field
<p>Skills and Knowledge</p>	<p>Ability to work with a high level of independence and autonomy</p> <p>Demonstrated ability to work with children, families and volunteers within a health setting and commitment to the provision of family centred care</p> <p>Advanced assessment, intervention and review skills</p> <p>Safe administration of medications in accordance with relevant legislation</p> <p>High level organisation and time management skills</p> <p>Ability to engage and network with other professionals</p> <p>Demonstrated capacity and experience in working collaboratively with other stakeholders and systems</p> <p>Familiarity with common computer applications</p> <p>Ability to reflect on own work practice</p> <p>Demonstrated self awareness and recognition of professional boundaries in clinical nursing practice</p> <p>Excellent communication and interpersonal skills including written and oral skills</p> <p>Demonstrated presentation /public speaking skills</p>
<p>Values and attributes</p>	<p>Commitment to the purpose, values and philosophy of Very Special Kids</p> <p>Commitment to child-safe work practices and environment</p> <p>Commitment to a strengths based practice approach with families and volunteers</p> <p>Commitment to quality improvement and ongoing evaluation</p> <p>Able to identify areas of improvement through the review of nursing and clinical practice actively contributing to quality initiatives</p> <p>Demonstrated commitment to ongoing professional development and self care</p>

Key Areas of Responsibility

Organisation

Key Performance Indicators

Communicating effectively to build positive and harmonious working relationships within the organisation	Open and positive relationships with other staff
Represent Very Special Kids in a professional and appropriate manner according to the values of the organisation	Maintain and build the reputation of the organisation
Promote harmonious working relationships within the organisation and effective communication across teams	Regular formal and informal communication within the Hospice Team and the Family Support Team

Performance Management

Key Performance Indicators

Participation in the annual review process to review personal and allocated work performance	<p>The setting of objectives/goals and the ongoing evaluation of performance and achievement will be conducted three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in the position description</p> <p>Objectives will be developed annually documented, discussed and agreed with the Hospice Manager.</p>
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Clinical care

Key Performance Indicators

Maintain the proficiency to assess plan, implement, and evaluate nursing care to meet identified outcomes on an ongoing basis	<p>Care is provided in accordance with Very Special Kids policies and procedures</p> <p>Individual child care plans are formulated, implemented and evaluated in collaboration with parents / care givers to achieve identified outcomes</p> <p>Ongoing assessment processes are adhered to with participation in discharge planning to ensure the provision of timely and appropriate services</p>
Maintain administrative systems for children ensuring up to date case notes and statistics are recorded on hard copy and computer data systems	<p>Assessments and clinical notes are provided with relevant statistics in accordance with agreed time frames</p> <p>Documentation of all care provided together with concise note taking</p>

Ensure maintenance of confidential family records	All records maintained in accordance with the Very Special Kids Privacy and Confidentiality policies
Manage complaints and grievances related to families and the provision of care	All complaints and grievances dealt with in accordance with approved policy

Team	Key Performance Indicators
Assist in the implementation and execution of audit schedules.	Participation in audits and timeframes as required.
Attend mandatory in house training when organised and contribute to other staff development programs Actively participate in team and organisational meetings Manage and supervise volunteers	Measures in place for an annual training calendar to comply with statutory requirements and career development Training is provided in accordance with Very Special Kids policies and procedures Support and supervision is provided in accordance with Very Special Kids policies and procedures
Safe practice and incident management Participate in hospice school holiday program activities and outings as required	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 Reporting of actual or near miss events are reported in accordance with Very Special Kids policies and procedures Successful implementation of school holiday programs
Accept responsibility for the professional development of self and the enabling/mentoring of student placements and team members	Own work performance and learning needs are identified The clinical supervision and mentoring of student placements is provided.

Patient Safety and Quality	Key Performance Indicators
Be familiar with the patient safety and quality requirements of the National Safety and Quality and Health Service Standards as they apply to Very Special Kids. These requirements are to be included as agenda items in relevant meetings and you must fulfil all necessary planning and training obligations as appropriate to your role, or those of any direct reports.	Participation in patient safety and quality improvement activities. 100% completion of mandated training.

OHS	Key Performance Indicators
Comply with OHS policies and procedures including safe operating procedures, wearing any personal protective equipment indicated, use other safety & emergency equipment provided as directed, assist with the preparation of risk assessments as requested, report any hazards, near misses, incidents or injuries sustained in the workplace to your Manager as soon as possible. In addition	100% attendance/completion of OHS mandated training.

attend mandated OHS training as required and keep your immediate workplace clean, tidy and free of trip hazards.	
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Conditions of Service	
Hours of Duty	As per contract
Terms and Conditions including Remuneration	As per Very Special Kids Nurses and Personal Care Workers Enterprise Agreement 2015-2018
Tenure	Initially first 6 months' probation, then ongoing
Checks	Employment will be subject to a Working with Children Check, police check and reference checks
Salary Packaging	Salary packaging is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits in order to provide a higher net remuneration for the employee and is made available for staff Salary packaging is not available for casual employees
Meals Entertainment	Meal entertainment is also available at Very Special Kids. It is advantageous as it is a tax free benefit in addition to the \$15,900 you can claim through Salary Packaging

Privacy Statement: 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.