

Position Description



Position Title:	Senior Registered Nurse – Grade 3B, year 1
Location:	Malvern
Department	Hospice
Reporting To:	Hospice Manager Deputy Hopsice Manager
Main Purpose of Position:	<p>The Senior Registered Nurse is responsible for ensuring all clinical nursing practice and delivery of care of the shift is consistent with VSK and the Nursing and Midwifery Board of Australia Standards, NSQHS Standards and accepts responsibility for professional activities that support service delivery and the professional development of self and others. 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 is demonstrated. In addition, works effectively as part of a skilled, creative, professional and compassionate team.</p> <p>When rostered on shift, the Senior Registered Nurse is deemed the senior staff member of the shift.</p> <p>The Senior Registered Nurse classification is made by promotion/appointment of a Registered Nurse, who:</p> <ul style="list-style-type: none"> • Has developed and continues to maintain a higher level of clinical knowledge, skills, abilities and attributes • Actively participates in and contributes to initiatives that have organisational impact • Undertakes ongoing professional development activities for self and contributes to others' development • Engages in quality improvement and research activities to improve practice • Serves as a role model in the Hospice; and • Demonstrates leadership in role modelling, performance counselling, Performance & Development Review discussions, coaching and mentoring
Decision Making Authority	As per Very Special Kids' Delegation of Authority
Key Relationships	<p>Internal GM Service Delivery & Improvement Hospice Manager Deputy Hospice Manager Clinical Nurse Educator Hospice and Family Support staff Chief Medical Officer and Visiting Medical Officers</p> <p>External Very Special Kids families Hospitals and allied health providers</p>

	Community agencies
Key Selection Criteria	<p>Qualifications/ Education Training and Work Experience</p> <ul style="list-style-type: none"> • Registration as a Registered Nurse with AHPRA • Minimum 4 + years of post-graduation Registered Nursing experience including 3 years' experience in either paediatrics or palliative care • Experience working with multidisciplinary teams and volunteers • Post graduate qualifications/working towards/or preparedness to work towards same, in palliative care or related field is highly desirable. • Demonstrated positive role-modelling, mentoring/preceptorship, performance counselling to less experienced nurses, PCWs and students will be highly regarded <p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Demonstrated commitment to ongoing personal and professional development, as evidenced in a Continuing Professional Development (CPD) record/Professional Practice Portfolio (PPP) and self-care. • Commitment to child-safe work practices and environment • Demonstrated experience with nasogastric tubes, tracheostomy care, gastrostomy care and seizures, ventilators, CVAD • CPR • Advanced assessment, intervention and review skills • Proven ability to work independently and demonstrated initiative in performing duties. • High level shift organisation and time management skills • Demonstrated capacity and experience in working collaboratively with other stakeholders and systems • Commitment to quality improvement and ongoing evaluation • Utilisation of IT systems to document and record nursing activities <p>Other Requirements</p> <ul style="list-style-type: none"> • Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment. • A current, full drivers licence for the State of Victoria • Employees are required to provide and maintain required immunisations and serology results as part of their employment. <p>Personal Attributes</p> <ul style="list-style-type: none"> • Highly developed interpersonal and communication skills, both written and verbal, and a proven track record in engaging with a range of stakeholders. • Demonstrated ability to work effectively and collaboratively with both clinical and non-clinical staff. • Ability to work well under pressure and be flexible to changing priorities and environment. <p>Values</p> <p>All employees are required to demonstrate the VSK Values:</p> <ul style="list-style-type: none"> • Respect - by recognising the individual, welcoming diversity and nurturing choice • Collaboration - by building connections, strengthening relationships and partnering • Community - by creating supportive relationships and a sense of belonging • Compassion - by being welcoming and showing warmth, hope and empathy • Learning - by enhancing and sharing our skills, experiences, knowledge and wisdom • Integrity - by acting ethically, honestly, fairly and with accountability

Key Areas of Responsibility

Professional Leadership

Key Performance Indicators

Act as a positive professional role model and Represent a professional nursing image.	<ul style="list-style-type: none">• Demonstration of role modelling the VSK values and behaviours• Demonstrated higher levels of skill in clinical decision making, in particular problem identification, solution, analysis and interpretation of clinical data.• Evidence in working towards maintenance and improvements of clinical standards in the Hospice• Serve as a spokesperson for nursing and VSK when interacting with other professionals, families, children, and the public.
Serve as a resource or committee member to groups within the Hospice and/or organisation.	<ul style="list-style-type: none">• Support the Hospice Management team in taking on responsibility for one of the National Standards and/or role on a Committee within Very Special Kids
Disseminate nursing knowledge through presentation or publication	<ul style="list-style-type: none">• Initiate at least one brief education session within the hospice per year. E.g.: Present a teaching session to staff within the hospice on area of focus e.g. PalCare system, Infection Control, National Standard.

Clinical Care

Key Performance Indicators

Maintain the proficiency to assess, plan, implement, and evaluate nursing care to meet identified outcomes on an ongoing basis and support other staff on shift to do the same	<ul style="list-style-type: none">• Ensure 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• Individual child care plans are formulated, implemented and evaluated in collaboration with parents / care givers to achieve identified outcomes• A range of assessment techniques are utilised to collect relevant and accurate data• Determines agreed priorities for care of individuals.• Prioritises workload based on the individual/shifts needs, acuity and optimal time for intervention.• Ongoing assessment processes are adhered to with participation in discharge planning to ensure the provision of timely and appropriate services
Fulfill the senior leader role during shifts, lead the delivery of nursing care within the hospice on shift	<ul style="list-style-type: none">• Provides appropriate supervision and delegation of tasks to Nurses and Personal Care Workers (PCW) on shift

Support of Systems

Key Performance Indicators

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">• Assessments and clinical notes are provided with relevant statistics in accordance with agreed time frames• Documentation of all care provided together with concise note taking• All administrative systems for children are recorded for the shift.
---	---

Ensure maintenance of confidential family records	<ul style="list-style-type: none"> All records maintained in accordance with the Very Special Kids Privacy and Confidentiality policies
Lead the management of any complaints and grievances related to families and the provision of care during the shift	<ul style="list-style-type: none"> All complaints and grievances dealt with in accordance with approved policy
Assist in the implementation and execution of audit schedules.	<ul style="list-style-type: none"> Participation in audits and timeframes as required.
Contribute to the development, implementation, and evaluation of standards of practice, policies, procedures and guidelines.	<ul style="list-style-type: none"> Take on a leadership role of a delegated standard, including participation in policy and procedure creation and review; committee membership as appropriate; and oversight of the practical implementation of the requirements of the standard. Contribution to discussions regarding legal and ethical nursing issues within the Hospice.
Quality Improvement Projects	<ul style="list-style-type: none"> Initiate and/or actively participate in at least two Quality Improvement Projects each year, including preparation of Quality Improvement reports and sharing of project outcomes.
Safe practice and incident management	<ul style="list-style-type: none"> 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 Actual or near miss events are reported in accordance with Very Special Kids policies and procedures Incidents are managed with a continual improvement focus
Participate in hospice school holiday program activities and outings as required	<ul style="list-style-type: none"> Support the successful implementation of school holiday programs Risk assessments are completed where appropriate prior to any outings or out of the ordinary activities.

Teamwork

Key Performance Indicators

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

Professional Behaviour and Development**Key Performance Indicators**

Review own work performance, identifying learning needs and demonstrate planned professional development	<ul style="list-style-type: none"> • Active participation in the annual Performance and Development Plan and Review (PDP) process • Demonstrates competency in the core clinical nursing goals and demonstration of the VSK Values • Evidence of ongoing professional development as reflected in a Professional Practice Portfolio • Involvement in relevant professional bodies and professional forums.
Takes the lead in professional development of delegated personal care workers and mentoring of student placements	<ul style="list-style-type: none"> • Undertakes performance reviews and development (completion of PDPs and ongoing mentoring) of PCWs/ENs under supervision • Acts as a mentor/professional role model and contributes to the professional development for other Nurses, PCWs and students in the hospice
Education of others	<ul style="list-style-type: none"> • Serve as an informal educator to staff while providing direct care activities. • Positive role-modelling demonstrated in clinical care and demonstration of the VSK Values and underpinning behaviours. • Assist the Clinical Nurse Educator in taking an active role in teaching and enabling others. • Formally serve as a supervisor, or mentor. • In collaboration with the Clinical Nurse Educator, take a lead role in hospice based education activities and contribute to the development of education resources. • Act as a resource person for less experienced Nurses and other staff in the Hospice on shift.
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"> • Minimum of 75% of All Team meetings attended annually • Attendance at mandatory In House Training Days and Group Clinical Supervision

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"> • Acting in accordance and complying with all relevant Safety and Quality policies and procedures • Identifying risks, reporting and being actively involved in risk mitigation strategies • Participating in and actively contributing to quality improvement programs • Complying with the requirements of the National Safety & Quality Health Service Standards • Complying with all relevant clinical and/or competency standards • Complying with the principles of Patient and Family Centred Care that relate to this position

Conditions of Service	
Hours	<p>Minimum commitment of .6 EFT</p> <p>Requirement to rotate onto nights as well as days.</p> <p>Requirement to be on-call for hospice escalation one weekend in 8</p> <p>Administration Time off the floor – as per committee, leadership projects and responsibilities cycle</p>
Terms and Conditions	<p>Registered Nurse 3B, year 1</p> <p>As per Very Special Kids Nurses and Personal Care Workers Enterprise Agreement</p>
Tenure	<p>Permanent part time following the conclusion of a six month probationary period.</p>
General	<p>Employment with Very Special Kids will be subject to a satisfactory Police Check and a Working with Children Check.</p>

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:	Michael Wasley
Date of Last update:	30 January 2020