

Position Description

Very Special Kids believes that all children and young people have the right to quality of life, no matter how long or short their life may be.

Position Title:	Admissions Nurse – Grade 3B, year 1
Location:	Malvern
Department	Hospice
Reporting To:	Hospice Manager Deputy Hospice Manager
Main Purpose of Position:	The Admissions Nurse is responsible for supporting children, young people and families through the admission and discharge process while providing a comprehensive assessment of the child or young person. Utilising their excellent clinical knowledge to guide families through the admissions process, addressing concerns, answering questions and managing expectations of the service offering. The admissions nurse establishes a complete care plan that meets the clinical and holistic needs of the child or young person while working with the multidisciplinary team to ensure care plan compliance.
Number of Direct Reports	None
Decision Making Authority	As per Very Special Kids’ Delegation of Authority
Key Relationships	Internal GM Clinical Services Hospice Manager Deputy Hospice Manager Intake Coordinator/ Hospice Administer Clinical Nurse Educator Hospice and Family Support staff Chief Medical Officer and Visiting Medical Officers External Very Special Kids families Hospitals and allied health providers Community Agencies and External Stakeholders
Key Selection Criteria	Qualifications/ Education Training and Work Experience <ul style="list-style-type: none"> • Registration as a Registered Nurse with AHPRA • Minimum 3 + years of post-graduation Registered Nursing experience • Experience working with children with life limiting conditions

	<p>(essential)</p> <ul style="list-style-type: none"> • Paediatric nursing experience in an acute setting (desirable) • 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"> • Advanced assessment, intervention and review skills • Proven ability to work independently and demonstrated initiative in performing duties. • Excellent communication/Interpersonal skills to effectively work with families in stressful situations • 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 <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 the 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
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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 with service improvement projects

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 • Educates the team to accurately complete admission and discharge processes and ensure care plans are adhered to during the hospice stay.
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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. • Ensures accurate medication
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	<p>management documentation and processing is completed at time of admission .</p> <ul style="list-style-type: none"> • Documentation of all care provided together with concise note taking • All administrative systems for children are recorded
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.
Safe practice and incident management	<ul style="list-style-type: none"> • Actual or near miss events are reported in accordance with Very Special Kids policies and procedures. • Incidents are managed with a continual improvement focus

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
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

Very Special Kids employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety, and Improvement by:

- 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
- Complying with the principles of Child Safe Standards that relate to this position

Conditions of Service	
Hours	0.6 FTE part time, 22.8 hours per week, flexible working arrangements considered Admission Nurse duties to be performed within normal business hours
Other	Current driver's licence (if required)
Salary Package	Pursuant to relevant Very Special Kids Nurses and Personal Care Workers Enterprise Agreement, plus superannuation and NFP salary packaging.
Tenure	Fixed Term 12 months contract inclusive of six-month probationary period.
General	Employment with Very Special Kids will be subject to a satisfactory Police Check, a Working with Children Check and evidence of up-to-date COVID vaccination.

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:	Hospice Manager
Approved by:	General Manager Clinical Services
Date of Last update:	26/2/2024