

POSITION DESCRIPTION

Position Title:	Respiratory Support Nurse
Location:	National Secretariat, Brisbane-based
Employment Status:	12 month contract. Part time 0.6 FTE
Reporting Relationships:	Information & Support Manager
Date:	September 2018
Salary:	Clinical Nurse Grade 6 (QLD rate)
Requirements/Desirable:	<p>Registered Nurse currently registered with the Nurses Board.</p> <p>Bachelor of Nursing with at least 2 years' experience in Respiratory Nursing. Experience in COPD, IPF, PF, PH, PAH and bronchiectasis care is desirable. Counselling experience is desirable. Able to travel (intra/interstate) when required.</p> <p>Previous experience working in an information & support services/helpline highly desirable.</p>

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the work which is encompassed within this role. The key areas of responsibility and performance indicators are tied to the performance review and career development conversations. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

SECTION 1

MISSION

Lung Foundation Australia's vision is to ensure **'better lung health and reduced impact of lung disease for all in Australia'** by:

- Promoting lung health
- Promoting timely diagnosis of lung disease
- Supporting those with lung disease and their carers
- Promoting equitable access to evidence-based care
- Driving quality research and raising funds for medical and scientific research;
- Influencing public policy, through advocacy across all levels of government.



VALUES

The Lung Foundation operates under the principles and respect for the law and system of government, respect for people, integrity, diligence and efficiency.

ENVIRONMENT

The Lung Foundation's National Office includes approximately 20 professional staff, supported by a team of dedicated volunteers.

ATTRIBUTES

Demonstrated ability to/in:

- Implement a new service and contribute to the development of policies and procedures, processes and evaluation
- Communicate empathetically and effectively (both by telephone and face to face)
- Motivational Interviewing Skills
- Communicate with patients, carers, relatives and health professionals
- Refer patients to appropriate information and support services
- Understand and practice medical professional etiquette and research ethics including matters of privacy and confidentiality
- Work autonomously and within a team environment
- Prioritise tasks and manage time effectively
- Contribute to education initiatives within LFA.

SECTION 2

POSITION SUMMARY

The Respiratory Support Nurse is a qualified position with respiratory nursing experience and is responsible for providing evidence based information as well as emotional support by telephone, email, fax or mail to persons contacting the Lung Foundation's Information and Support Centre about issues related to lung health. The Respiratory Support Nurse will predominantly work in the Information and Support Centre.

The Respiratory Support Nurse will also be involved with the provision of appropriate patient support services for Australians living with lung disease. These services include referral of patients/carers to appropriate supportive care within Australia. The position will be responsible for providing evidence based input, updating and reviewing lung disease patient information materials.

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section.

Key Areas of Responsibility	Key Performance Indicators
Respond to patient/carer telephone enquiries for medical support and information	<ul style="list-style-type: none"> a) Provide timely telephone support to patients/consumers requesting medical support. b) Provide evidence base information to assist the patient in understanding their illness and direct them forward c) Demonstrate a high level of interpersonal skills – eg active-reflective listening, empathy and motivational interviewing skills d) Demonstrate a high level of specialised respiratory nursing experience and clinical knowledge
Liaise with Health Professionals	<ul style="list-style-type: none"> a) Develop and maintain key networks with lung health professionals (eg lung/respiratory clinics and/or departments, specialist respiratory nurses, allied health, PH Centres of Excellence, IPF MDTs) to help deliver patient support services and educational resources b) Identify opportunities to support respiratory nurses in professional care of lung patients, their carers and family members c) Provide evidence based input, updates and reviews of lung/respiratory patient information materials.
Awareness/Advocacy	<ul style="list-style-type: none"> a) Raise awareness of LFA resources and support care services to consumers including printed and web based resources. b) Support patients and/or carers in advocating on matters relating to lung health. c) Work with patients and volunteers to build their capacity to advocate d) Work with patients and volunteers to build community awareness – eg. at respiratory conferences, community seminars

REPORTING RELATIONSHIPS

1. The Respiratory Support Nurse reports directly to the Manager of Information and Support.
2. The Respiratory Support Nurse will aligned with the –COPD National Program; Rare Lung Disease National Program, Research Programme and the Information and Support Centre

EXTERNAL RELATIONSHIPS

The Respiratory Nurse shall maintain external relationships with health professionals & organisations (eg, respiratory nurses, lung specialists, support group leaders, allied health organisations, etc).

The Respiratory Nurse will also work closely with the Lung Cancer Support Nurse.

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place 6 monthly with the Manager of Information and Support.



SECTION 5

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

(Employee name)

Date

(Manager)

Date