

POSITION DESCRIPTION

Position	Nurse Practitioner – Aged Care
Division	Nursing
Classification	NO1
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest employers) Enterprise Agreement 2020 - 2024
Reports To	Director of Nursing, Midwifery & Aged Care / Director of Medical Services
Direct Reports	NUM HSL
Infection Control Risk Category:	A

Approved	Director of Nursing	Approval Date	February 2024
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PRIMARY OBJECTIVE (or purpose):

The Nurse Practitioner (NP) role is built on the platform of a Registered Nurse (RN) and centers on advanced clinical practice, nursing leadership, and the development of quality nursing through research, mentoring, and training.

All NP roles include, but are not limited to, assessment and management of patients / clients / residents using nursing knowledge and skills, direct referral of patients / clients / residents to other health care professionals, prescribing medications, and ordering / interpreting / acting on diagnostic investigations throughout PDH.

The NP provides innovative and flexible health care delivery that complements other health care providers.

The primary responsibilities of the NP are to:

NURSE PRACTITIONER'S STANDARDS OF PRACTICE

Nurse Practitioner Standards of Practice is in accordance with the Nursing and Midwifery Board of Australia (NMBA) Nurse Practitioners Standards for Practice (March 2021) as summarised. Refer ANNEX 4 for the detailed capabilities described within the framework.

<https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards/nurse-practitioner-standards-of-practice.aspx>

PORTLAND DISTRICT HEALTH VALUES

Compassion	Accountability	Respect	Excellence
PDH CARE GOALS			
Person-centred	People's values, beliefs and specific needs and circumstances guide the delivery of care and organisational planning.		
Safe	Avoidable harm is eliminated.		
Effective	The right care is delivered in the right way, at the right time with the right outcomes.		
Connected	Staff and consumers work together to achieve shared goals; people experience service and support continuity as they move through the service system.		

KEY ACCOUNTABILITIES

Key results Area	Key Activities	Performance Measures
	<ul style="list-style-type: none"> Proven people and communication skills including relationship building, cooperation, conflict resolution, influencing others and facilitating open discussions. Resident centred focus, adaptability, respecting diversity, innovative thinking, 	<ul style="list-style-type: none"> Compliance with NSQHS Standards Compliance with ACQS Compliance with Nurse Practitioner Standards Compliance with PDH policy

POSITION DESCRIPTION



PORTLAND
DISTRICT HEALTH

	<p>application of evidence into practice and self management.</p> <ul style="list-style-type: none"> • Ability to work independently as well as working with others to deliver outcomes. Maintain a healthy relationship with the General Practitioners of residents. • An awareness of own values and beliefs surrounding healthcare with an ability to identify and respect an alternative view. • Be aware of limitations in own knowledge and seek appropriate education and training, have a professional support system in place. • Present oneself in a professional and respectful manner. • Excellent organisation and time management skills 	
Leadership and Team work	<ul style="list-style-type: none"> • Ensure the vision, mission and values of the organisation are understood and integrated into daily practice • Demonstrate a professional responsibility for work performed by staff placed under your responsibility • Actively participate in the PDH Consumer Engagement strategy to ensure person-centred practice. Be part of Harbourside Lodges meetings. • Develop and maintain positive working relationships with members of PDH staff • Demonstrate agreed behaviours and communicate effectively whilst engaging with the multidisciplinary team • Role model a professional approach to education, interpersonal relationships, teamwork and communication for Harbourside Lodge. 	<ul style="list-style-type: none"> • Participation in annual staff appraisal • Staff satisfaction • 100% Compliance with mandatory competencies
Professional Development and Scope of Practice	<ul style="list-style-type: none"> • Demonstrate continual professional development and learning • Shares knowledge willingly, provide education sessions to staff. • Complete mandatory training and education • Actively promotes the role of nurse practitioner in improving outcomes for older people. 	<ul style="list-style-type: none"> • 100% Compliance with mandatory competencies • Participation in annual staff appraisal
Quality and Safety	<p>Educate and support residents and families to enable their active participation in care</p> <ul style="list-style-type: none"> • Participate in collaboration with Education manager and Quality Manager in the development and implementation of Aged Care Education. • Develop and deliver clinical educational and in-service training for HSL staff and other health care professionals within the service and organisation 	<ul style="list-style-type: none"> • Completes relevant audits and initiates actions • Contribution to Quality Improvement/Progress reports • Demonstrated use of the incident management system • Contribution to the annual education plan and monthly education calendar demonstrated.

POSITION DESCRIPTION

	<ul style="list-style-type: none"> • Supports the professional growth of others through clinical supervision or mentoring <ul style="list-style-type: none"> • Facilitate the development, implementation, and evaluation of aged care education resources • Work collaboratively with the Quality Team to implement improvement plans • Maintain a safe and high quality environment at all times in accordance with PDH policies • Participates in the development review of aged care policies, procedures and clinical guidelines • Represents Aged Care in multidisciplinary working groups and committees. • Identifies and contributes to quality improvements and research projects in alignment with Aged Care Standards and NDIS standards • Reports all incidents through Riskman and contributes to investigations as required and/or delegated. • Identifies areas that require improvement through observation, audits, incidents and feedback and implements improvements initiative accordingly. • Ensuring staff follow PDH Infection Control policies, procedures and guidelines 	<ul style="list-style-type: none"> • Records of in-services for Aged Care staff and other members of the workforce. • Contribution to Quality Improvement/Progress reports • Participation in Aged care policy, procedure and guideline review • Attendance recorded at meetings and working groups • Completes relevant audits and initiates actions • Demonstrated use of the VHIMS/Riskman management system • Completed audits provide data for internal and external data submission and reporting • Participation in the accreditation process.
Information Management	<ul style="list-style-type: none"> • Display and promote correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained • Abide by the PDH's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department • Ensure consumer information is accurate and only released in line with the Health Records Act requirements 	<ul style="list-style-type: none"> • Ensures all information management meets the legislative requirements and organisational standards
Occupational Health and Safety	<ul style="list-style-type: none"> • Is familiar with and ensure that all appropriate actions are taken to implement OH&S policy and procedures and that legislative requirements are met within the service • Report any incidents or potential hazards in accordance with PDH policies and procedures including effective reporting via Riskman • Assist in the planning, development and implementation of OH&S measures • Demonstrate a commitment to health and safety in line with PDH's OHS policies, 	<ul style="list-style-type: none"> • Participation in team meetings where key OH&S issues are discussed and resolved • Evidence of hazard and incident reporting using Riskman • Maintains compliance with mandatory OHS training requirements for both self and team

POSITION DESCRIPTION

	<p>procedures, training requirements and legislative/regulatory requirements, driving a high standard for others to follow</p> <ul style="list-style-type: none"> • Knows what to do in an emergency relevant to role 	
OTHER DUTIES		
	<ul style="list-style-type: none"> • Exhibits a commitment to PDH Values including team based above and below behaviours • Monitors own day to day performance against operational targets and strategic goals • Practice in accordance with the relevant health care or industry standards • Complies with family violence risk assessment and management activities aligned to the Multi-Agency Risk Assessment and Management (MARAM) Framework, the Family Violence Information Sharing Scheme (FVISS) and Child Information Sharing Scheme (CISS) legislative requirements and related PDH procedures. • Comply with all relevant PDH policies and procedures • Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness 	<ul style="list-style-type: none"> • PDH values modelled at all times • Demonstrated use of incident management system • Adherence to applicable health care or industry standards • Demonstrated completion of mandatory training • Adherence with PDH policy and procedures

KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

QUALIFICATIONS -

ESSENTIAL:

- Registered as a Registered Nurse with the Nursing and Midwifery Board of Australia / Australian Health Practitioner Regulation Agency
- Endorsed as a Nurse Practitioner with the Nursing and Midwifery Board of Australia / Australian Health Practitioner Regulation Agency with specialist practice in Aged Care and chronic disease management.

ESSENTIAL:

- Demonstrates a passion for working with the elderly
- Demonstrated capacity to undertake any additional training specific to the responsibilities of the role
- Demonstrated experience working as part of a multidisciplinary team in an aged care setting.
- Ability to engage and communicate with residents / family about clinical requirements for procedures and to complete any required documentation
- Excellent communication and teamwork skills

OTHER REQUIREMENTS:

- Current employee police check
- Current Working with Children Check
- NDIS Worker Screening
- Current evidence of immunisation history and serology results
- Current Victorian Drivers Licence

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Portland District Health's discretion and activities may be added, removed or amended at any time.

POSITION DESCRIPTION



PORTLAND
DISTRICT HEALTH

JOB DEMANDS CHECKLIST

Portland District Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions	
I = Infrequent	Activity may be required very infrequently
O = Occasional	Activity required occasionally, not necessarily all shifts
F = Frequent	Activity required most shifts, up to 50% of the time
C = Constant	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
N/A = Not Applicable	Activity not performed

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks			✓		
Standing	Remain standing to perform tasks			✓		
Walking	Periods of walking required to perform tasks			✓		
Bending	Forward bending from waist to perform tasks			✓		
Kneeling	Remain in a kneeling position to perform tasks			✓		
Lifting/Carrying	Light lifting and carrying		✓			
	Moderate lifting and carrying		✓			
	Assisted lifting (mechanical, equipment, person assist)			✓		
Climbing/Working at heights	Ascending and descending ladders, stools, scaffolding					✓
Pushing/Pulling	Moving objects (eg: trolleys, beds, wheelchairs, diagnostic equipment, cleaning equipment)			✓		
Reaching	Arms fully extended forward or raised above shoulder to perform tasks		✓			
Crouching	Adopting a crouching posture to perform tasks			✓		
Foot movement	Use of leg and/or foot to operate equipment (or machinery)		✓			
Head postures	Holding head in a position other than neutral (facing forward) to perform tasks			✓		
Fingers/Hand/Arm movement	Repetitive movements of fingers, hands and arms (eg: computer keyboard, computer mouse, touch screens)			✓		
Grasping/Fine manipulation	Gripping, holding, clasping with fingers or hands			✓		

POSITION DESCRIPTION



PORTLAND
DISTRICT HEALTH

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Driving	Operating a motor powered vehicle (eg: use of hospital cars to undertake duties, making deliveries, ride on mower, forklift, bus etc.)	✓				

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Shift work	Rotation of shifts on a rostered basis including day, afternoon or night		✓			
Distressed people	Highly emotional people crying, upset, unhappy (eg: emergency or grief situations)			✓		
Aggressive/Unpredictable people	Raised voices, yelling, swearing and arguing (eg: people affected by drugs or alcohol, dementia, mental illness)		✓			
Exposure to distressing situations	(eg: Child abuse, delivering bad news, viewing extreme injuries, viewing deceased)		✓			
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					✓
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE					✓
Noise	Prolonged and frequent periods of background noise levels which necessitates people raising their voices to be heard					✓
Biological hazards	Exposure to body fluids, bacteria, infectious diseases requiring PPE			✓		
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials	✓				
Radiation						✓

POSITION DESCRIPTION



Acknowledgement:

I acknowledge that I have received a copy of this position description and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the job demands checklist as attached, understand its content, and agree to work in accordance with the requirements of this position.

I accept that the position description as stated above may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

EMPLOYEE NAME:		
EMPLOYEES SIGNATURE:		DATE:
MANAGER'S NAME:	[please complete]	
MANAGER'S SIGNATURE:	[please complete]	DATE: