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| **POSITION DESCRIPTION** | |
| **Position Title:** | Clinical Nurse |
| **Service/Facility/Department:** | Community Aged & Disability |
| **Direct Reports:** | As per Service requirements |
| **Key Relationships:** | **Internal:** Service Manager, Care Coordinator, Clinical Nurses, Registered Nurses, Enrolled Nurses, Home Care Workers, Administration Officers, Customer Service team. |
| **External:** Clients, Clients families/Carers, Medical Professionals, Colleges/TAFES/Universities, Agency Care staff and RNs. |

**Position Statement / Overall Purpose**

The overall purpose of the Clinical Nurseis to act as a clinical and management resource; assist in leading, motivating and developing the Service’s staff as well as maintaining and building relationships with key stakeholders. The Clinical Nurse may also be required to act in the role of Service Manager in the absence of the Service Manager.

The Clinical Nurse will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Bachelor degree in nursing, current AHPRA registration and evidence of recent practice
* Current National Police Certificate
* Current Queensland Driver Licence & own reliable vehicle
* Postgraduate qualification in Health or other relevant/specific area of clinical practice and demonstrated experience in this field

**Key Selection Criteria**

1. Demonstrated leadership and management skills at a work group level and the drive and experience to lead a multi-disciplinary team
2. Superior interpersonal/communication and analytical skills (written and oral), coupled with training, coaching or mentoring skills and experience
3. Working knowledge of accreditation standards and ACFI
4. Proven experience in case management, including assessment, planning and evaluation
5. Proven ability to actively and positively participate and contribute to Continuous Quality Improvement activities and systems review and operation
6. Able to demonstrate well established networks and knowledge of resources available in community health care

**Key Accountabilities and Responsibilities**

1. **Accountability: Clinical Knowledge**

***Possess expert clinical knowledge, and use knowledge to contribute to maintaining and high clinical standards and the profile of Anglicare***

**Responsibilities:**

* Have advanced practice knowledge in Community Nursing or in one or more specific areas of practice e.g. palliative care, gerontology, dementia, incontinence etc.
* Undertake and promote clinical research within the Service or on a wider organisational scale Prepare results and findings potentially leading to publication
* From a base of clinical expertise, provide consulting and coaching to staff in relation to specific cases or aspects of clinical practice
* Make significant contribution to maintaining high standards of clinical practice within the Service
* Contribute to review of organisational clinical practice by participation in various clinical forums

1. **Accountability: Administration Activities**

***Play a substantial, active and positive role in the Service and clinical administration activities.***

**Responsibilities:**

* Assist with implementation of new activities, systems and other organisational changes. This may involve review of Service based operating systems and implementation of identified refinements
* Assist with clinical administration – client file reviews, program related documentation, audits, claims preparation and submissions etc.
* Actively be a source of information and support to staff.

1. **Accountability: Staff Management**

***Assist Service Manager and senior staff in leading and managing the activities of the Service staff / or effectively lead and manage a nominated work group.***

**Responsibilities:**

* Actively involved in establishing and maintaining staff rosters
* Coach staff on the job – see staff development
* Conduct employee performance reviews as nominated by the Service Manager
* Be involved in organising and providing resources and assistance to staff
* Participate in employee performance management and improvement processes as necessary
* May lead a work group for a given function or location
* Support the Service Manager where required to identify and/or provide staff orientation, training and development

1. **Accountability: Care Delivery**

***Safely and competently deliver clinical and person-centred client care using best practice evidence based care within scope of practice***

**Responsibilities:**

* Apply advanced practice knowledge of Community and Clinical Nursing in the provision of services to clients
* Make significant contribution to maintaining high standards of clinical practice within the Service / Program and undertake a client load under direction of COC
* Implement a recognised best practice problem solving methodology when addressing individual actions which cause concern
* Conduct risk assessments and implement risk reduction interventions to ensure safety of staff, clients and others
* Provide support/coaching and information to clinical staff, enabling others to deliver services within community care
* Ensure communication with clients and carers is responsive to the situation
* Ensure quality care in line with professional and ethical nursing practice is provided to residents, and ensure Duty of Care is exercised
* Implement current research and evidence-based practice to contribute to the development of improved standards of care
* Actively participate in continuous quality improvement and accreditation activities

**Other Duties and Requirements**

* Work in collaboration with other team members
* Provide back-fill for Care Coordinator role (as required)
* Maintain contemporary knowledge in areas of expertise
* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures
* Ensure that credentials and qualifications set out in this Position Description are current at all times
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manager or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.