

ARCS FOUNDATION INCORPORATED – RGN JOB DESCRIPTION

DOCUMENT / POSITION INFORMATION JOB SPECIFICATION

Acknowledgement by occupant.....

Date.....

ARCS Foundation Incorporated Director.....

Date.....

POSITION TITLE:	COMMUNITY REGISTERED NURSE
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DOCUMENT/ POSITION INFORMATION JOB SPECIFICATION

1. LEVEL CHARACTERISTICS

Work undertaken requires significant levels of discipline knowledge and competence gained through experience, specialized training or tertiary education has a wide scope of general acute care, wound management and ostomate care.

Provision of expert advice, contribute to quality nursing care and undertake duties of an innovative, primary care model nature and/or provide a consultancy service to a wide range of patients.

Work under broad direction and take responsibility for the control or administration of their work schedule within the organization requiring the assessment, development, implementation and evaluation of advanced nursing care activities in accordance with organization philosophy, policies and objectives.

2. POSITION SUMMARY

The Registered General Nurse is accountable to the CEO/DON, ARCS Foundation Incorporated for developing and managing outcome focused, and high quality nursing standards of patient care delivery within the service. The incumbent is accountable for monitoring and evaluating services provided within the frameworks of Veterans Affairs and private health fund agreements, in consideration of the organisation's policies and procedures. As an integral stakeholder within the framework of holistic primary care the Registered General Nurse is responsible to maintain clinical competence and a safe working environment through participation in staff development, mandatory education and Occupation Health Welfare & Safety training.

3. POSITION CHARACTERISTICS (A number of statements that explain the major features of the position and the surrounding environment. Refer to benchmarks for examples.)

ARCS Foundation Incorporated is a privately operated community based health provider that specialises in home based care & services including management of wound care and stoma therapy nursing and continence promotion.

A dominant focus of Clinical Nursing Specialist Service's management and operations philosophy is evidence based outcomes of patient care. DVA and private health fund agreements and various other private industry accreditation processes are used to substantiate the organisation's continued commitment to quality improvement.

Accountable to the Director, ARCS Foundation Incorporated Community Registered Nurses are required to develop appropriate primary health care models of care within a holistic, multidisciplinary framework.

The incumbent of the position is also required to autonomously develop, implement and manage patient care, which is integrated into the community and supports the philosophy of continuous quality improvement.

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4. ORGANISATION

Reports to: *CEO / DON or Clinical Nursing Team – ARCS Foundation Incorporated*

5. STATISTICS RELEVANT TO THE POSITION

Financial: The incumbent must provide the CEO/DON with relevant data to enable payment for services to be provided.

6. Special Conditions.

Some out of hours work may be required.

Travel within the community using company vehicle or your own vehicle

Travel between health units may be necessary.

Current driver's license required.

Required to participate in Annual Performance Appraisal system

Required to contribute to Occupational Health Safety and Welfare activities

Required to contribute to the Quality Improvement program / activities

7. Statement of Key Outcomes, Responsibilities and Associated Activities

1. Independently develop and implement primary health care models of care, in consultation with the relevant multidisciplinary team when necessary. An integrated quality and risk management framework should be undertaken within the role to ensure safe practice and support the organisation's philosophy, objectives and accreditation requirements.
2. Manage the care of the patient independently with liaison with relevant stakeholders and community organisations. Ensuring that the care provided is maintained at a high professional standard by:
 - Providing timely and comprehensive information to the patient and their significant others.
 - Developing and maintaining comprehensive patient assessment and care plans.
 - Providing meticulous care.
 - Educating the patient and their significant others.
 - Managing accurate documentation as outlined in the organisation policy & procedures.
 - Facilitating and participating in Case Conferencing as required.
 - Liaising with the all other relevant health care professionals.
 - Managing your work environment to ensure your own safety and that of your patient as per OHW&W guidelines.
 - Facilitating self education to maintain competencies and professional status.
 - Identifying priority areas for quality improvement in relation to your role and services provided.
 - Maintaining professional confidentiality at all times
3. Assist in the review & development of organisation practices and policies to promote optimal service delivery.
4. Facilitate professional primary health care provider liaison and referral where appropriate.

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5. Develop, implement and evaluate, in consultation with the Director, internal OHS&W and Quality audits as requested.
6. Manage the patient complaint process as per the organisation policy.
7. Develop project proposals in consultation with key stakeholders as required.
8. Undertake succinct, concurrent comprehensive documentation in patient Medical Records.

❖ **The Primary Nurse is the team leader for each client allocated to them and they achieve clinical and nursing objectives by:**

1. Being the key resource for their allocated clients;
2. Developing and maintaining well designed, tailored and holistic nursing care plans;
3. Setting individualized realistic person centered care goals of care;
4. Providing care plans that are written for team based care;
5. Providing individualized case management;
6. Communicating with each client's community multi-disciplinary team members on behalf of ARCS Care Alliance;
7. Taking authority and responsibility for ensuring standards of care are delivered according to care plans;
8. Taking responsibility for ensuring care for each client's care is delivered according to organizational policy, program standards, and legislative and legal requirements;
9. Acting as a pivotal communication link between their clients to coordination and administration;
10. Reporting and taking action on clinical, nursing and health issues of significance to clinical management.

❖ **All Nurses and Nursing Support members achieve our clinical and nursing objectives by:**

1. Providing person centered care according to care plans developed by the Primary Nurse;
2. Delivering quality nursing services in a timely and efficient manner, in accordance with administration and program guidelines, and service protocols;
3. Reporting to Primary Nurses exceptional issues and concerns relating to their allocated clients;
4. Taking action on problems and issues of significance related to nursing care and the health and wellbeing of clients and team members, eg OH&S and Quality Improvement;
5. Enhancing and facilitating nursing career path development at Arcs Care Alliance;
6. Being responsible for maintaining own high professional standards of care, including service delivery, education and training, research and community knowledge;
7. Facilitating high levels of communication between consumers and team members;
8. Disseminating information to customers, care team members and community stakeholders;
9. Providing and facilitating professional development in the areas of clinical practice, administration, education and research;
10. Identifying and examining issues and problems relevant to nursing practice and the health of the community;
11. Keeping informed of professional nursing and health issues, legislation and legal requirement;

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12. Seeking solutions for issues and problems surrounding person centered care management, especially for those with chronic and complex care challenges;
13. Promoting growth in our nursing programs and organization..

Community Field Nursing Duties and Responsibilities:

- Confidentiality – I hereby agree to comply with my professional code of conduct and the organization's policies on confidentiality;
- Occupational Health Safety & Welfare for the Home Support Workers (HSWs), Administration Staff and Registered/Enrolled Nurses;
- Communicate with ARCS Clients and Care Staff regarding worker Delivery of Service;
- Provide Clinical Progress Reports to Program Officer on each client at least monthly;
- Deliver Care Services as per Care Plan design approved by CEO/DON;
- Provide Community Nursing Care at the Registered Nurse Level as ordered by ARCS Care Alliance.

Community Field Nursing Duties and Responsibilities continued:

- Provide information regarding ARCS Services to interested parties as required;
- Attend staff development as directed;
- Support ARCS staff.

Administration Duties and Responsibilities:

- Maintain client files and check for review dates;
- Provide Daily Time Sheets on time (i.e. by the next morning) for
 - Clinical duties
 - Administration duties
 - Educational work.
- Administration work (hours) will be negotiated and approved with the CEO/DON. This work includes Case Management and documentation work;.
- Other: unforeseen work and expenses will be reviewed by the CEO/DON when notification is provided.

Professional Commitments:

The Registered Nurse must:

- Keep all skills up to date until contract completed;
- Endeavour to improve her knowledge and skills inline with Professional Standards;
- Provide evidence of competency as per Clinical Nurse Consultant requirements;
- Continue with commitment for education inline with current Nurses Registration Board of South Australia Requirements.

PERSON SPECIFICATION - ESSENTIAL REQUIREMENTS

The characteristics specified should represent the minimum requirements of the position.

1. QUALIFICATIONS

- Registered General Nurse holding current practice certificate with the NBSA

2. PERSONAL SKILLS/ABILITIES/APTITUDES

- High level oral and written communication skills and ability to relate to a wide range of individuals and groups at all levels within the organization;
- Ability to use initiative, flexibility and innovative approaches to meet changing requirements and situations;
- Sound negotiation skills;
- Ability to gain confidence and commitment of patients;
- Flexible working attitude and ability to work to program timelines;
- Ability to work under general directions.

3. EXPERIENCE

- Experience in quality management activities and processes;
- Experience in developing and managing patient care plans;
- Experience in wound care management;
- Experience in stoma care;
- Experience in continence management.

4. KNOWLEDGE

- Detailed knowledge of contemporary nursing practices;
- Knowledge of community health care and culture;
- Knowledge of team communication;
- Working knowledge of OHS&W & Quality Improvement practices.

PERSON SPECIFICATION - DESIRABLE REQUIREMENTS

The characteristics specified should represent the desirable requirements of the position.

1. QUALIFICATIONS:

Tertiary Nursing Qualification:
Professionally recognised certificate in Stoma therapy Nursing
Professionally recognised certificate in Continence Promotion
Professionally recognised certificate in Wound Management
or working toward any of the above.

2. PERSONAL SKILLS/ABILITIES/APTITUDES

Some basic computer skills

3. EXPERIENCE

Community Health Nursing field
Recent proven experience in acute care community nursing

4. KNOWLEDGE

VETERANS AFFAIRS Guidelines for provision of Community Nursing Care
QMS accreditation standards