

# Western District Health Service

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<b>Position:</b>	Registered Nurse – Division 1, District Nurse
<b>Classification:</b>	RN 3A District Nurse (YU1/YU2)
<b>Reports To:</b>	Unit Manager
<b>Hours of Duty:</b>	As contracted
<b>Award and Conditions:</b>	Nurses (Victorian Health Services) Award 2000 Nurses (Victorian Public Health Sector) Multiple Business Agreement 2007-2011
<b>Minimum Qualifications:</b>	Registered Nurse, Division 1
<b>Academic:</b>	Bachelor of Nursing or equivalent

Other:

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The District Nurse, Division 1 Registered Nurse Grade 3A is expected to display advanced nursing practice characterised by caring for clients in the community with an increased degree of autonomy in judgement. The District Nurse, Division 1 Registered Nurse will have greater clinical expertise and more effective integration of theory to practice than that of other Registered Nurses.

## **SCOPE OF PRACTICE**

All registered nurses must be willing to accept accountability and responsibility when undertaking activities within their individual scope of practice after considering:

- Legislation or restrictions on practice
- Professional standards of practice
- Current evidence of practice
- Individual knowledge, skill and competence
- Contextual / organisational support for practice

### **Accountability**

- Nurses are answerable for their own decisions, actions, behaviours and the responsibilities that are inherent in their roles. Nurses must be aware of their own accountability for the provision of safe competent nursing care. This accountability includes ensuring the safety and efficacy of nursing interventions; documenting and evaluating nursing interventions; and ensuring their own personal competence to provide care.

Accountability is both a legal and ethical requirement for practice.

### **Responsibility**

- This is the obligation that an individual assumes when undertaking a planned or delegated activity and the activity is within the scope of nursing practice.

### **Delegation**

#### ***Definition***

Delegation is the conferring of an authority to a competent individual to perform care activities for a health consumer that they do not have the autonomy to perform.

The registered nurse delegating care activities to other registered nurses or personal care workers must fully understand whether the individual to whom they are delegating can safely and competently perform the delegated duty.

If changes to the context necessitate re-delegation, the individual must consult the registered nurse who was involved in the original delegation.

## **PRIMARY OBJECTIVES**

- Responsible for the assessment, planning, implementation and evaluation of effective nursing practice for clients within the district nursing service including hospital in the home and post acute care programs
- Provide direction and supervision of less experienced registered nurses
- Actively involved in ward/unit meetings by suggesting ways to make improvements and solve problems
- Support and promote the vision, philosophy and objectives of Western District Health Service

## **ACCOUNTABILITIES**

- Responsible for provision of effective nursing practice for clients within the district nursing service including hospital in the home and post acute care programs by assessing, planning, implementing and evaluating nursing practice, and by participating in quality improvement activities, and activities and procedures to an accredited organisation
- Contribute to the productivity of the ward/unit by promoting harmonious relationships and favourable attitudes with members of nursing staff, other health care professionals, patients and relatives
- Responsible for the supervision of less experienced registered nurses; by acting as a preceptor for the less experienced staff; and by being involved in the orientation of new staff members
- Involved in the efficient use of resources by being familiar with the labour productivity of the ward/unit by being aware of effective rostering practices, monitoring patient / resident dependencies and workloads, efficient use of equipment, and taking corrective action following consultation with other senior members of staff

## **DUTIES AND RESPONSIBILITIES:**

### **Management of Client Care**

- Be accountable for the direct delivery of safe effective nursing practice. Assess the needs of each individual through the utilisation of information collected from interview, inspection and observation; plan and implement care required; identify problems and plan intervention so that expected outcomes are achieved; evaluate outcomes and adjust care plan as required
- Be involved in the provision of outcome based nursing practice by participating in the development and implementation of a planned nursing care approach and standards that are outcome based
- Complete documentation accurately, legibly and to meet legal requirements
- Be conversant with the current Legislation and Health Industry Standards with regard to nursing practice, safety and infection control
- Maintain a safe working environment for clients, visitors and staff; assist in the review of accidents and incidents, and be involved in ensuring that all equipment is maintained in optimal working order
- Be actively involved in clinical risk management strategies, including incident reporting
- Recognise and report adverse events
- The District Nurse Division 1 Registered Nurse, Grade 3A will have knowledge specific to the area of clinical specialization and have a greater depth of knowledge and experience and more effective integration of theory to practice than that of other Registered Nurses

### **Communication / Teamwork**

- Communicate accurately and promptly all relevant information to and from clients, relatives and colleagues
- Participate in ward / unit meetings in order to exchange ideas and information
- Be involved in promoting a collaborative team approach to client care through effective communication, consultation and cooperation with all members of the health care team
- Demonstrate respect for the values, customs, spiritual beliefs and practices of individuals and groups.
- Demonstrate effective communication and conflict resolution skills show ability to offer and value constructive feedback, willing to share and assist others
- The privacy and confidentiality of both colleagues and clients will be maintained at all times
- Be involved in promoting a team approach to patient care through effective communication, consultation and cooperation with all members of the health care team
- Promote a positive image of WDHS to clients, visitors and the general public

### **Professional development and practice**

- All Division 1 Registered Nurses have a responsibility for ongoing self-development to maintain their knowledge base to carry out their role
- Satisfactorily complete all **MANDATORY COMPETENCIES** annually or as required
- Be actively involved in professional and personal development; and to undergo a performance review following completion of each are of practice. Set objectives and goals
- Seek opportunities to develop knowledge base i.e. professional journals
- Learn from experience through an integrative process, which includes gathering objective data from experience, reflection of practice, identifying relevant theory and knowledge
- Function in accordance with legislation, organisational policies and procedures affecting nursing practice

### **Quality Improvement**

- Participate in relevant department/unit activities and work proactively with the patient and health care team to achieve desired outcome goals.
- Participate in quality improvement activities and ensures outcomes from quality improvement processes are incorporated into practice.
- Participate in change to policies, procedures and protocols based on relevant research.
- Participate in accreditation processes

### **Leadership**

- Embraces and contributes to new approaches dealing with work problems or opportunities.
- To act as resource and role model for clinical excellence in the delivery of patient / resident care.
- Responsible for the supervision / preceptorship of other members of the nursing team and assist with the orientation of new staff.
- Participate in teaching others including students of nursing and other health professionals and inexperienced nurses
- Assume the role of the Associate Nurse Unit Manager, if appropriately experienced, as required

**KEY INTERFACES:** Positions (other than subordinates and immediate superiors) with which the person needs to develop an effective working relationship in order to achieve the purpose of the position.

Director of Nursing/Deputy Director of Nursing	Responsible for the management of the nursing division
Manager/ Director of Nursing Coleraine	Responsible for management of health services at Coleraine
Manager / Director of Nursing Peshurst	Responsible for management of health services at Peshurst

Manager Aged Care Services	Responsible for management of aged care services at the Birches and Grange
Education Manager	Provides support & resources for education
Aged Quality Co-ordinator	Quality and Risk management resource
Medical Staff	Provision of medical care to patients/residents
Allied Health Members	Provision of holistic care
Human Resource Manager	Support and advice on human resource management, payroll and industrial issues
Clinical Resource Manager	Resource and advice on management of staffing

## Duties of Employees

- Carry out their duties in a manner which does not adversely affect their own health and safety, or that of others
- Cooperate with measures introduced in the interest of health & safety and infection control
- Undertake any training provided in relation to occupational health and safety and infection control
- Immediately report all matters that may affect workplace health and safety, to their superior
- Correctly use any information, training, personal protective equipment and safety equipment provided
- Refrain from recklessly or wilfully interfering with anything that has been provided for health & safety reasons
- Work within the policies, procedures and guidelines of the Western District Health Service

## References

Australian Nursing & Midwifery Council (2005). [National Competency Standards for the Midwife, www.anmc.org.au](http://www.anmc.org.au)

Australian Nursing & Midwifery Council (2005). [National Competency Standards for the Registered Nurse, www.anmc.org.au](http://www.anmc.org.au)

Nurses Board Victoria (2007) [Guidelines: Delegation and supervision for registered nurses and midwives. www.nbv.org.au](http://www.nbv.org.au)

Nurses Board Victoria (2007) [Guidelines: Scope of practice of nursing and midwifery practice. www.nbv.org.au](http://www.nbv.org.au)

APPROVALS	Sign	Date
<b>Divisional Head:</b>		
<b>Department Head:</b>		
<b>Employee:</b>		
<b>Employee Print Name</b>		
<b>Position code:</b> Human Resources Department use only		
<b>Date Revised:</b> Human Resources Department use only	<b>Lorraine Hedley CRM 19-03-08</b>	

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