

# Paediatric Registered Nurse

## Position Description



<b>Position Title</b>	<b>Paediatric Registered Nurse</b>
<b>Position Holder:</b>	Name of Employee
<b>Division / Branch:</b>	Home Support Services (HSS)
<b>Directly Reports To:</b>	Senior Registered Midwife and Pediatric Nurse
<b>Performance Appraisal:</b>	Senior Registered Midwife and Pediatric Nurse and Service Delivery Manager – Programs

### Organisational Overview

Home Support Services (HSS) is a professional health care provider specialising in providing health care services in the comfort of the consumers own home. We strive to be a leader in home health care, through the use of continuous quality improvement processes to ensure the best possible services. We expect that all staff will contribute to the achievement of the organisation's goals within a friendly, co-operative team environment.

HSS is currently the only community nursing service in Australia that has been awarded National Standards Accreditation with Quality Innovation Performance Limited (QIP).

### Position Purpose

At HSS, as a Paediatric Registered Nurses draw, you will draw on your extensive experience, knowledge and clinical skills within your specialist area. Throughout this unique and dynamic dual role, you will be responsible for clinical care delivery and coordination of paediatric patients. You will be participating in a collaborative practice with case coordinators, community care professional and program leads to ensure consumers receive paramount care using delegation, supervision, coordination, consultation and referrals in multi-disciplinary teams to achieve improved health outcomes for consumers.

You are surrounded by likeminded team members who live and breathe a service centric culture by providing an impeccable experience to consumers and stakeholders. Working in a dynamic environment applying your clinical skills, you will think on your feet and problem solve to ensure our consumers are provided with best practice care. Being part of HSS becoming the largest virtual hospital in Australia will mean you will thrive in a fast paced, results driven and ever-changing environment.

### Key Accountabilities

#### Clinical Practice and Care Delivery Management

- Ensures the care management of comprehensive Consumer centred health and takes responsibility for the evaluation of practice based on agreed priorities, goals, plans and outcomes and revises practice accordingly
- Engages clients and families in decision making about their care and uses assessment data and best available evidence to develop a care plan and ensure delivery of consumer centred care
- Works cohesively with Clinical Professionals to ensure best practice care is delivered
- Demonstrates reflective practice that incorporates clinical research knowledge and critical analysis. Demonstrates accountability for own practice, and accepts responsibility for practising within the policies, procedures and guidelines of HSS;
- Responsible for the documentation of care, planning, decision-making, actions and evaluations ensuring it is accurate, comprehensive and submitted in a prompt timely manner
- Actively fosters a culture of safety and learning that includes engaging with health professionals and others, to share knowledge and practice that supports person-centred care
- Identifies/Escalates and actively manages clinical risks and reports notifiable conduct of health professionals, health workers and others
- Escalates clinical concerns to senior staff and clinical leads as required and promptly

Paediatric Registered Nurse

	<ul style="list-style-type: none"> <li>• Co-ordinates management of Consumer/client care in consultation with the team; actively fosters a culture of safety and learning that includes engaging with health professionals and others, to share knowledge and practice that supports person-centred care</li> <li>• Assess and evaluate Consumer/clients' responses to services providedParticipates in development, implementation and evaluation of procedures and guidelines.</li> <li>• Assess, plan, implement, evaluate and document comprehensive nursing care within the area in accordance with best practice.</li> <li>• Providing Clinical Expertise within the specialist paediatric field to the greater HSS organisation</li> </ul>
<b>Patient Management</b>	<ul style="list-style-type: none"> <li>• Accept and process patient/client referrals appropriately in accordance with Key performance Indicators.</li> <li>• Prioritises patient needs based on severity and urgency while ensuring referrals are coordinated by the most appropriately skilled coordinator for the individual patient/client needs;</li> <li>• Assess the client's existing formal and informal support systems;</li> <li>• Consistently and accurately document interventions and rationale for decisions in the client information system;</li> <li>• Act as patient/client advocate; identify and develop new community resources; assist with problem solving;</li> <li>• Maintain accurate patient/client records;</li> <li>• Always maintain patient/client confidentiality;</li> <li>• Perform related duties and responsibilities as required</li> </ul>
<b>Quality Assurance, Continuous improvement and Clinical Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure compliance according to practices within the philosophy and intent described in the current version of relevant discipline and industry codes, competencies, standards and Acts</li> <li>• Maintains staff and Consumer confidentiality according to professional standards</li> <li>• Complies with HSS confidentiality, security and information policies and procedures</li> <li>• Ensures registration and educational requirements are kept up to date and current with professional registration body (i.e. AHPRA or similar)</li> <li>• Actively involved in accreditation of HSS through all accredited auditing bodies.</li> <li>• Actively assisting in the development and participation in programs, initiatives and organisation of employees to achieve specific accreditation goals</li> <li>• Ensures safe practice and compliance with HSS workplace health and safety processes and procedures, including incident reporting</li> <li>• Contributes to workplace health and safety risk identification and mitigation</li> <li>• Understands responsibilities to self and others in accordance with industry directive and guidelines, Occupational Health and Safety legislation and Home Support Services policies and procedures and acts accordingly</li> <li>• Universal precautions and infection control practices</li> </ul>
<b>Operational excellence and continuous improvement</b>	<ul style="list-style-type: none"> <li>• Records and processes clinical and administrative information in an accurate and timely manner.</li> <li>• Ensures data collection is maintained and accurate for area. Ensures education and learning with company IT systems and processes are up-to-date</li> <li>• Actively participates in initiatives and processes of quality improvement</li> <li>• Actively participates in People and Culture initiatives that are designed to improve team performance</li> <li>• Work in accordance with agreed rostered days to ensure adequate staffing levels to provide best practice care</li> </ul>
<b>Leadership and Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Supports clinical team, and acts as role model</li> <li>• Works in accordance with HSS Mission and Goals</li> <li>• Promotes HSS in the Community Health Care Sector</li> <li>• Participates in day to day office management</li> <li>• Liaises with hospitals, doctors, referring organisations and brokered agencies to promote HSS and facilitate services to Consumers/clients</li> </ul>
<b>CPD and Resource development</b>	<ul style="list-style-type: none"> <li>• Participates in staff orientation, education, emergency procedure updates and appraisal programs</li> <li>• Develops and maintains professional competence by self-education and by participation in relevant external education courses, and by participation in HSS workshops</li> <li>• Participates in mandatory skill competencies training provided by Home Support Services</li> </ul>

<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>Establish and maintain effective professional working relationships with those contacted in the course of work, including service representatives, Consumers, stakeholders and the general public</li> <li>Members of the Community health care team, Case Coordinators, Non-Clinical Coordinators, Rostering and Scheduling, Liaisons, Head of Clinical Services</li> <li>External stakeholders</li> </ul>
-------------------------------	--

### Mandatory role requirements

<b>Mandatory Professional Registration, Qualifications</b>	<p><b>Professional Registration, Qualifications and Mandatory role requirements</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Degree: <b>Bachelor of Nursing</b></li> <li><input type="checkbox"/> Diploma/Certificate</li> <li><input checked="" type="checkbox"/> Post Graduate Degree (Desirable) in Paediatrics and Midwifery</li> <li><input checked="" type="checkbox"/> Other (please specify) Current dual AHPRA Registration as a Nurse</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>Minimum 2 years' experience as a qualified Paediatric registered Nurse</li> <li>Minimum of two clinical references who can confirm performance in the scope of practice within the last 12 months</li> </ul>
<b>Background Screening/Checks</b>	<ul style="list-style-type: none"> <li>Statutory Declaration</li> <li>National Police Certificate no more than 12 months old</li> <li>Working with Children Check (WWCC) - From Department of Human Services</li> </ul>
<b>Compliance, Regulations, Polices, Procedures, Guidelines and Legislation</b>	<ul style="list-style-type: none"> <li>Current CPR/BLS Certificate</li> <li>Current Drivers License;</li> <li>Current Car Registration</li> <li>Current Car Insurance</li> <li>Completed Immunisation Declaration</li> <li>Completion of HSS mandatory competency training</li> <li>Completion of credentialing- inclusive of 100 points of ID</li> <li>Provide a statement of service detailing clinical experience</li> <li>Current unrestricted registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)</li> <li>Maintains and manages own Continuous Professional Development Portfolio in accordance with AHPRA standards - <a href="http://www.ahpra.gov.au/Registration/Registration-Standards/CPD.aspx">www.ahpra.gov.au/Registration/Registration-Standards/CPD.aspx</a></li> </ul>

### Desirable Skills

- Experience providing hospital and/or community-based services to Consumers
- Able to work autonomously within the community
- Strong cultural sensitivity with high cross-cultural communication ability
- Demonstrably good judgment, problem solving and decision making in a fast-paced environment
- Strong customer service orientation and relationship management
- Quality Management
- Strong passion and focus for providing care that respects all cultures and experiences, which includes responding to the role of family and community that underpin the health of Aboriginal and Torres Strait Islander peoples and people of other cultures
- Possess strong negotiation and conflict resolution skills
- A high degree of technological ability
- Knowledge of patient management systems
- Analyse clinical data, reports and process improvements
- Communicate clearly and concisely, both orally and in writing
- Ability to work within a team and autonomously
- Excellent interpersonal skills with the ability to work with stakeholders across all levels of the business to meet agreed outcomes and deliverables

- 
- Demonstrated competence in delivering services that ensures that consumers are provided with safe/quality care
  - Demonstrated proactive approach to problem solving with a sound decision making capability
  - Ability to be flexible with service delivery to support the consumers care needs
  - A forward thinker who actively seeks opportunities and proposes solutions
-