



JOB DESCRIPTION

Townsville Health Service District

POSITION NUMBER:

POSITION TITLE: Clinical Nurse

LOCATION: Townsville Health Service District

CLASSIFICATION LEVEL: Nursing Officer 2

REPORTS TO: Nurse Unit Manager / Clinical Nurse Consultant

DATE OF REVIEW: November 2003

**DELEGATE
AUTHORISATION:** Val Tuckett, District Director of Nursing
Townsville Health Service District

AWARD: Nurses (Queensland Public Hospitals) Award 2004
Nurses (Queensland Health) – Section 170MX Award 2003

PURPOSE OF POSITION

To provide clinical expertise, support and education to nursing staff within the Unit to ensure the provision of best practice and quality patient care.

ORGANISATIONAL ENVIRONMENT & KEY RELATIONSHIPS

The Townsville District Health Services consists of The Townsville Hospital, Palm Island Hospital, Townsville Nursing Home, Ingham Hospital. The Townsville Hospital is the region's tertiary referral centre for all areas of health management. The Townsville Hospital is the trauma referral centre for North Queensland and is fully supported by tertiary intensive, coronary, cardiac surgery, oncology, neonatal, maternity and hyperbaric units. Medical services are provided by medical specialists, medical registrars and supported by allied health professionals and specialist nurses. Most 'core' medical services are provided. Surgical services are provided by specialist surgeons with the support of specialist anaesthetists. A full range of clinical support services and a fully functional general and specialists outpatient facility are also available. Under-graduate and post-graduate nursing education is undertaken.

QUALIFICATIONS AND RESPONSIBILITIES

Registration with the Queensland Nursing Council and possession of a current practising certificate. A tertiary qualification relevant to the position or working toward a relevant qualification is highly regarded.

ROLE OF THE ORGANISATIONAL UNIT

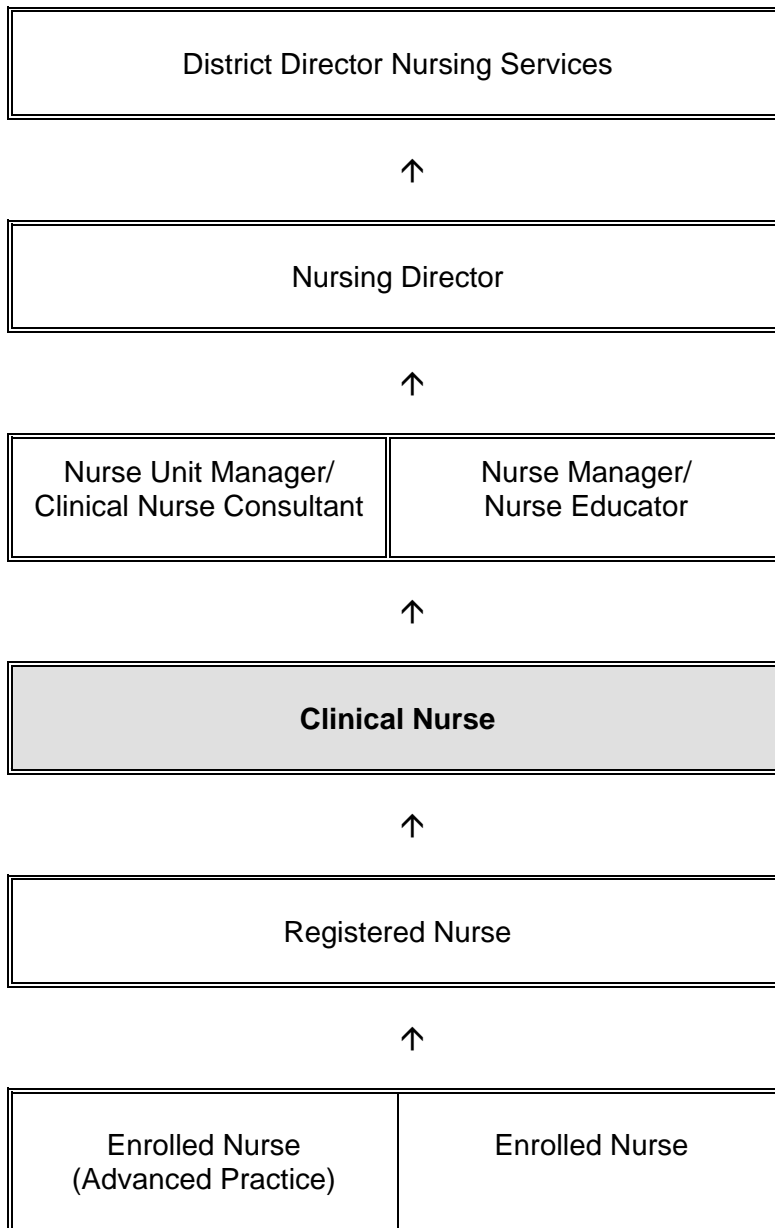
Model of Care:

The model of care delivery for nursing services at Townsville Health Service District is focussed on patient/client care and based on the continuum of care. Nurses function as equal members within a multi-disciplinary team and are committed to advocating on behalf of patients/clients.

Nurses will provide total patient care within a professional partnership model, which is based on:

- Nurses working “together” to provide optimal patient outcomes
- Support and development of all nurses
- Facilitating preceptorship for nurses
- Creating a learning environment.
- Supporting the Townsville Health Service District novice to expert Skills Performance Framework
- Maximising the clinical skills of all registered and enrolled nurses by a working partnership
- Facilitating succession planning opportunities for nurses

CLINICAL ORGANISATIONAL CHART



POSITION REQUIREMENT

Queensland Health is committed to achieving our mission of promoting a healthier Queensland and our vision to be leaders in health – partners for life. We recognise that Queenslanders trust us to act in their interest at all times. To fill our mission and sustain their trust we share four core values of: quality and recognition; professionalism; team work; and performance accountability.

In addition we will be successful in promoting a healthier Queensland through the following five strategic intents; healthier staff; healthier partnerships; healthier people and communities; healthier hospitals and healthier resources. The primary duties and assessment criteria outlined in this job description reflect the commitment to our mission, vision, values and strategic intents which are required by this position.

Critical Competencies:

The following is a list of the critical competencies required to fulfil this position:

1. Sound and broad knowledge in professional nursing issues.
2. Sound specific knowledge and competence in the clinical specialty.
3. Ability to identify, select, implement and evaluate nursing interventions for patients / clients that have less predictable outcomes.
4. Demonstrated:
 - advanced level of clinical and problem-solving skills
 - ability to plan and coordinate the clinical management of care
 - ability to work within a collegiate/team structure
 - awareness of and involvement in the quality assurance process
 - contribution to professional practice of the unit
5. Provision of support, direction and education to clients/patients, registered and enrolled nurses and students.
6. Active participation in research programs.
7. Ability to act as a preceptor when required.

All Health Professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or young person has been abused or neglected in their home/community environment, have a duty of care obligation to immediately report such concerns to the Department of Child Safety.

All relevant health professionals are also responsible for the maintenance of their level of capability in the provision of health care and their reporting obligations in this regard.

FINANCIAL DELEGATION

As per the allocated delegation by Townsville Health Service District.

**JOB DESCRIPTION
CLINICAL NURSE – Nursing Officer 2**

ACCOUNTABILITIES	OBJECTIVES	PERFORMANCE INDICATORS
Clinical Care	<ul style="list-style-type: none"> ▪ Demonstrates clinical competence in area of clinical speciality. • Undertakes patient care at a highly proficient level. ▪ Coordinates the delivery of patient care and is accountable for the standard of care. • Promotes holistic care ▪ Proactively plans for discharge and initiates referrals to appropriate health agencies. ▪ Maintains safe standards in patient care 	<ul style="list-style-type: none"> ▪ Performance of advanced clinical skills in area of expertise. ▪ Uses advanced knowledge when planning patient/client care • Evidence of clinical problem solving and decision making at advanced level. • Gives direct care to a group of patients/clients • Utilises partnership model of care ▪ Patient care delivered to meet national nursing standards ▪ Care provided reflective of evidence based practice. ▪ Interacts with other members of the Health Care Team to plan and evaluate patient/client care progress. ▪ Uses knowledge of managed care and casemix principles to minimise delays to patient discharge ▪ Patients discharged with optimal support in community • Patient care evaluated. • Takes active role in teaching less experienced staff ▪ Meets mandatory competency standards as directed.
Leadership/Management	<ul style="list-style-type: none"> ▪ Promotes a positive work environment ▪ Coordinates unit activities on a shift by shift basis ▪ Works with staff to maintain skill levels. ▪ Ensures documentation appropriate. ▪ Participates at the unit meetings. ▪ Facilitates effective communication ▪ Maintains safe environment. ▪ Provides comprehensive hand-overs to nursing staff. 	<ul style="list-style-type: none"> ▪ Acts as a role model ▪ Uses positive communication strategies ▪ May relieve Level 3 positions ▪ Planning and coordination skills evident in the shift coordinator role ▪ Assists NUM or CNC with staff competencies. ▪ All documentation clear, legal and relevant ▪ Recognises link between comprehensive patient documentation and casemix ▪ Problem identification and solving evident. ▪ Ensures communication changes understood and utilised. ▪ Written and verbal reporting to NUM or CNC regularly. ▪ Uses business planning framework for staffing and skill mix considerations ▪ Acts on staff concerns and reported incidents ▪ Actively involved in unit safety exercises ▪ Staff well-informed of problems and needs of patients.

<p>Education</p>	<ul style="list-style-type: none"> ▪ Acts as a preceptor as delegated by NUM or CNC. ▪ Contributes to the learning of all nursing staff and students. ▪ Orientates new staff members. ▪ Incorporates teaching into their care of patients/clients. ▪ Continual self development through attendance at mandatory and elective programs/activities. ▪ Acts as a resource person / educator for specific clinical programmes. 	<ul style="list-style-type: none"> ▪ Support for all nursing staff new to the area ▪ Actively involved in staff development framework implementation and unit inservice education ▪ All staff inducted to unit. ▪ Uses teaching strategies appropriate to patient/client needs ▪ Patients/clients and significant others can verbalise or demonstrate their understanding of health teaching ▪ Shares information gained with colleagues. ▪ Working towards or gaining tertiary based qualifications. ▪ Inservice program coordinated. ▪ Assesses competencies of staff ▪ Contributes to maintenance of staff competency records
<p>Quality Improvement</p>	<ul style="list-style-type: none"> ▪ Recognises the abilities/skills mixes of nursing staff in relation to patient/client care. ▪ Upholds standards of nursing practice and professional behaviour ▪ Professional, ethical and legal standards maintained. ▪ Ensures a safe working environment ▪ Evaluates the performance of nursing staff in conjunction with the NUM or CNC. ▪ Evaluates own performance through Performance Appraisal and Development ▪ Participates actively at unit level in Quality Improvement 	<ul style="list-style-type: none"> ▪ Uses business planning framework to plan for appropriate and safe staffing levels ▪ Instigates action to rectify unsafe practice or professional misconduct ▪ With NUM or CNC, monitors nursing staff practice at unit level to ensure compliance with nursing standards and ethical and legal requirements. • Adheres to Workplace Health & Safety Act • Acts on identified safety incidents ▪ Provides feedback to NUM or CNC on staff performance. ▪ 12 month performance review ▪ Uses Skills Performance Framework ▪ Takes action to improve performance ▪ Documented evidence of Quality Improvement activities. ▪ Assists NUM or CNC to identify trends and patterns affecting Quality Patient care ▪ Uses Quality Improvement tools at relevant stages of the quality cycle ▪ Collaborates with other Clinical Nurses in relation to development of programs and initiatives
<p>Research</p>	<ul style="list-style-type: none"> ▪ Participates in clinical nursing research within the unit ▪ Conducts action research annually. ▪ Maintains knowledge. Remains updated with current clinical research. 	<ul style="list-style-type: none"> ▪ Documentation of research activities. ▪ Communicates research findings to peers and colleagues. ▪ Practices reflect research findings. ▪ Reports to NUM or CNC annually on research finding. ▪ Practices reflect research findings ▪ Updates policies and procedures using best evidence available

MANDATORY CRITERIA

Registration with the Queensland Nursing Council, a current practising certificate.

ASSESSMENT CRITERIA

Your application for this position must specifically address each of the selection criteria listed below. Short-listing and selection will be based upon these selection criteria.

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| C 1 | Demonstrated nursing leadership and ability to work within a team structure, including advanced communication skills. |
| C 2 | Demonstrated expertise and knowledge in identified clinical field. |
| C 3 | Demonstrated knowledge of managed care principles and casemix management. |
| C 4 | Knowledge of and/or involvement in Total Quality Improvement, research and education processes. |
| C 5 | Sound knowledge of contemporary resource management issues, at both a broad and specific level, with particular reference to Workplace Health and Safety, Equal Employment Opportunities and Anti-discrimination. |

ADDITIONAL FACTORS

Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook 7th edition and the Queensland Health Infection Control Guidelines.

Hepatitis B immunisation is a condition of employment for Health Care Workers in Queensland Health who have direct contact (eg medical officers, nurses and allied health staff), as well as those staff who, in the course of their work, may be exposed to blood or body fluids, for example by exposure to contaminated sharps eg (but not confined to) plumbers.

Proof of vaccination must be provided to the Human Resource Management Department upon acceptance of appointment. Proof of vaccination can be provided via a letter from a general practitioner, infection control or occupational health department.

Appointment to this position requires proof of qualification and/or registration with the appropriate registration authority, including any necessary endorsements, to be provided to the employing service prior to commencement of duty.

All new permanent employees to Queensland Health will be required to undertake a period of probation upon commencement of duty. This period will be 6 months in length with the possible 3-month extension if performance objectives are not met.

This position may be subject to pre-employment history checks including a working with children suitability check, criminal history, identity or previous discipline history check for the preferred applicant.

Smoking within Queensland Health Buildings ('buildings' to include corridors, passageways, walkways and balconies) other than in defined areas is prohibited.

A staff identification badge is to be worn at all times whilst on duty.