

Position Description (Registered Nurse Level 3)

Our Mission: To share in the healing ministry of Jesus by providing professional community services to enhance the wellbeing of individuals and families.

POSITION TITLE	Clinical Nurse Consultant – Community Care		
SALARY SCALE	Nurses Award 2010, Registered Nurse Level 3		
EMPLOYEE NAME			
HOURS PER FORTNIGHT	60.8 hours per fortnight		
LOCATION	Bundaberg		
RESPONSIBLE TO	Regional Manager - Community Care Services		
APPROVAL DETAILS	Robert Sims	Role: Director	Date: 28/01/2020

PRIMARY OBJECTIVES

As a member of the Community Care Services Team, Clinical Nurse Consultants are responsible for providing a range of information, support and professional guidance to operational staff and are a member of the Regional Leadership team for the Community Care Program. Key tasks of this role include:

- Identification of trends and patterns related to overall and individual client care and the provision of supports and guidance to enhance the wellbeing of clients.
- Working collaboratively with operational staff to develop and implement individual care plans for complex clients that enhance provided supports.
- Undertake client reviews and assessments to ensure appropriate client care services are delivered.
- Providing direct client services via in home nursing care.
- Support the operations of the clinical governance framework within the team.

The *Clinical Nurse Consultant* must ensure they provide services in accordance with relevant funding guidelines and standards, organisational policy and procedures and promote client choice and control.

MAIN CHARACTERISTICS OF THE POSITION

As part of CentacareCQ's Community Care Team, this position works under the general direction from senior employees however the application of a high level of knowledge and skills is required to achieve results in line with the organisation's goals. This position works within established work practices however generally this level requires involvement in establishing organisational processes and procedures. In addition employees will be required to set priorities and monitor work flows in their area of responsibility and interpersonal skills are required to gain the co-operation of clients and staff.

MAIN RESPONSIBILITIES (from The Modern Award)

Duties of the Clinical Nurse Consultant will include:

- Delivering direct and comprehensive nursing care and individual case management to a specific group of clients including those with complex care needs;
- Providing leadership and role modelling in collaboration with others;
- Staff and client education;
- Participation in policy development and implementation;
- Acting as a consultant on request in the employee's own area of proficiency for the purpose of facilitating the provision of quality nursing care;
- Coordinating and ensuring the maintenance of standards of the nursing care of a specific group or population of clients.

ORGANISATIONAL RELATIONSHIPS

This position works under general direction and may supervise other staff and/or volunteers.

EXTENT OF AUTHORITY

In this position the employee is required to exercise a degree of autonomy, control projects and/or programs, set outcomes for lower classified staff and establish priorities and monitor work flow in areas of responsibility. Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.

SIGNING AUTHORITY

Capital Expenditure	\$0.00	Recurrent Expenditure Please refer to BU 20D Purchase Signing Authority	\$0 (Budgeted) \$0 (Unbudgeted)
Approve Overtime	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Approve Timesheet	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Approve Leave	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Approve TOIL	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Change Employment Conditions for Line Managed Staff (increment increases, change in hours, etc)			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE

Appointment and ongoing employment in this role will be dependent on the applicant or incumbent demonstrating:

- The undertaking of in-service training from time to time as required by the relevant professional body to maintain registration;
- An ability to organise, practise and complete nursing functions in stable situations with limited direct supervision;
- Observation and assessment skills to recognise and report deviations from stable conditions;
- Flexibility in the capacity to undertake work across the broad range of nursing activity and/or competency in a specialised area of practice; and
- Communication and interpersonal skills to assist in meeting psycho-social needs of individuals/groups.

Prerequisites

- I. A relevant degree with relevant experience; and
- II. Current C class drivers license (QLD); and
- III. Ability to obtain and maintain relevant security clearances (Positive Notice Blue Card with Yellow Card Exemption, Satisfactory Australian Federal Police Check);
- IV. Must hold and maintain registration with the Nursing and Midwifery Board of Australia (in partnership with AHPRA).

DUTIES OF THE ROLE

Mission, Vision & Values

- Support a positive culture within the Organisation in line with CentacareCQ mission, vision and values;
- Participate actively in formation activities.

Day to Day Operations

- Provide a wide range of nursing services to CentacareCQ clients as outlined in client care plans and funding guidelines. Services provided shall be within the skills and competencies of the incumbent;
- Undertake reviews, develop care plans and provide assessments for complex clients;
- Undertake record keeping for services provided to meet operational and clinical requirements. This includes maintaining records to facilitate client billing for services.

Clinical Governance

- Regularly monitor clinical governance incidents which occur within the Community Care Team, reviewing incidents, providing advice and supporting resolution where possible;
- Monitor clinical incidents and complex clients to identify trends and patterns and advise on care and other needs to support overall client wellbeing;
- Monitor and support other community care team members to undertake care plans and support clients effectively. This can include the provision of training and mentoring to support workers and case managers working with complex clients.

Complaint & Incident Management

- Report on incidents which occur within the business unit in a timely manner;
- Review all Riskman entries assigned and provide advice, guidance and action as required;
- Create and support a safe working environment for all employees within the community care team.

Other Responsibilities

- Participate in regular line management;
- Undertake professional development;
- Undertake travel and work flexible hours to meet client needs;
- Comply with CentacareCQ's policies and procedures, as per the Quality System (including current Workplace Health and Safety legislation) and relevant legislation.

SIGNATURES

Employee

Line Manager

Date

EMPLOYEE ROLE GUIDELINES (KPI)

Key Performance Indicators (KPI) must be consistent with the Duties of the Role. The number of KPI will vary with each position.

KEY PERFORMANCE INDICATOR	TARGET	ACCEPTABLE
KPI 1 Mission, Vision & Values		
Documented attendance at formation activities each year e.g. attendance at the CentacareCQ Annual Conference	Documented attendance at formation activities at least once per year	Documented attendance at formation activities at least once per year
KPI 2 Day to Day Operations		
Provide direct client contact services that will include information, support, referral and case management services to clients.	60% of time is spent in direct client contact hours	50 % of time is spent in direct client contact hours
Ensure data entry is completed within Organisation and funding guidelines timeframes	100% of data is entered within 24 business hours following client contact	100% of data is entered within 48 business hours following client contact
Implement client outcome measures in accordance with service guidelines, funding accountability and professional responsibilities.	100% of clients are provided the opportunity to participate in client outcome measurement activities.	100% of clients are provided the opportunity to participate in client outcome measurement activities.
KPI 3 Clinical Governance		
Regularly monitor clinical governance incidents which occur within the Community Care Team, reviewing incidents, providing advice and supporting resolution where possible	Weekly review of incidents with corrective actions implemented with relevant staff as needed.	Weekly review of incidents with corrective actions implemented with relevant staff as needed.
KPI 4 Communication		
Participate and contribute to program team meetings and share information with team members to benefit service users	10 Program Team meetings per year	8 Program Team Meetings per year
KPI 5 Staff Development		
Participate in relevant professional development, professional supervision and line management.	10 line management sessions per year and 8 hours of professional development per year.	8 line management sessions per year, 6 hours of professional development per year.
Complete personal program competencies	Complete core competencies by 12 week review and all competencies by 6 months probation. To be re done every two years of service	100% completed relevant program competencies within 6 months of commencement. To be re done every two years of service

COMPETENCY CHECKLIST

PURPOSE OF ASSESSMENT:

To ensure staff are competent to carry out the duties of the role as listed in the position description by demonstrating correct working knowledge and work methods for the competencies. Staff must be evaluated as competent within the probation period. Where applicable, evidence must be provided e.g. training records, observation of pre and post outcome tools.

Heading	<p style="text-align: center;">Competency <i>Mark critical competencies with an *</i></p>
Mission & Values	1. Demonstrate the ability to work ethically and within CentacareCQ's Mission and framework. <i>Observations, concerns, previous experience noted</i>
Client Engagement	2. Conduct client intakes, referrals, assessments and reviews within Organisational guidelines. <i>Observations, concerns, previous experience noted.</i>
	3. Develop comprehensive individualised personal care plans for each client based on identified goals, in collaboration with the client, carer / advocate that incorporates Client Choice, Consumer Directed Care, Person Centred Approach and Restorative Care practices. <i>Observations, concerns, previous experience noted.</i>
	4. The capacity to implement client outcome measures in accordance with organisational and funding guidelines. <i>Observations, concerns, previous experience noted.</i>
Client Safety	5. Demonstrated knowledge and capacity to respond to and report safety concerns including falls risk, non-response, elder abuse, domestic violence, child abuse and vulnerable clients. <i>Observations, concerns, previous experience noted.</i>
Stakeholders	6. Demonstrate the ability to engage internal and external stakeholders for appropriate referral, program promotion and to build client base for ongoing program viability. <i>Observations, concerns, previous experience noted.</i>
	7. Ability to analyse clinical Governance issues and develop appropriate corrective actions to support ongoing continuous improvement. <i>Observations, concerns, previous experience noted.</i>