TITLE: Registered Nurse Division 1 – District Nurse

LOCATION: Alpine Health, Bright, Mt Beauty, Myrtleford,

TEAM AREA: Alpine@Home District Nursing Team

ROLE SUMMARY: The purpose of the role of a Registered Nurse Division 1 – District Nurse, with Alpine Health is to provide appropriate, cost efficient and contemporary best practice in nursing services within the philosophy and objectives and the Policies and Procedures of Alpine Health. The incumbent will ensure that his/her professional practice achieves QICSA / HACC and always complies with Government legislation.

ALPINE@HOME KEY OBJECTIVES: • Alpine@Home aims to seamlessly deliver community care services to Alpine Shire community. • To support the attainment of the goals detailed in the Alpine@Home Service plan. • To work collaboratively with all members of Alpine@Home. • To provide person centred care that supports clients rights, dignity and independence. • To develop and maintain effective relationships that positively promotes Alpine@Home.

KEY RELATIONSHIPS: Alpine@Home Community Care Services Manager District Nurse Co-ordinator Primary Care Administration Officers District Nurses - Division 1 and 2. Alpine@Home Staff

CLASSIFICATION: As per the Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreements 2012 – 2016. Registered Nurse Grade 2 Year 1 - Grade 3A.

EMPLOYMENT TYPE: Staff are employed to this role on a casual or permanent basis, as negotiated, and is detailed in individual employment contracts.
TIME FRACTION: As negotiated

REMNUNERATION: Remuneration will be in accordance with the above Award, Salary Sacrificing is available.
Role Description

Registered Nurse Division 1 – District Nurse
Dec 2012

Role
The Registered Nurse Division 1 – District Nurse will always have the goal of the highest possible standards of nursing care and continuous improvement of care conditions for all patients, residents and clients of Alpine Health.

The Registered Nurse Division 1 – District Nurse and will fulfil his/her duty of care at all times. The highest professional standard of competency is required in all areas of professional and ethical practice, infection control, manual handling (No Lift) and OH & S.

Key Challenges
The Registered Nurse Division 1 - District Nurse role presents a number of key challenges.

- Developing an approach to work that reflects the principles of health promotion and the social model of health
- To be an effective role model.
- To consult with the Community & Aged Care Manager or, District Nurse Case Manager or, if appropriate, other health care professionals for advice when nursing care requires expertise beyond the scope of personal competence.
- To be available for an on-call roster as required
- To develop and maintain linkages and liaisons with external service providers and the wider community of the Alpine Shire.

Strategy and Key Result Areas
The Registered Nurse Division 1 - District Nurse will contribute to Alpine Health’s achievement of its Service Plan by:

- Contributing to Alpine Health’s policies and objectives of excellence of care by provision of nursing services and/or compliance with strategies and procedures in the following areas:
  - Compliance with standards of best nursing practice to ensure optimal patient care
  - Sustaining a working environment where all nursing staff are encouraged to strive towards and achieve excellence in nursing care
  - Promotion of staff awareness of their responsibility to practice standard infection control precautions with all patients, residents and clients.
  - To maintain effective and efficient patient care administrative systems, in conjunction with the Alpine Health Community & Aged Care Manager
  - Identifying and implementing opportunities for improvement and development of the district nursing service
  - To promptly respond to any event of illegal and/or unsafe practice, including those which reflect OH & S requirements.
  - To provide and carry out plans for continuity of patient care, and to evaluate, review and as necessary revise such plans in accordance with evaluation data to achieve the planned outcomes.
**Education, Experience and Skills**

The incumbent will be required to possess the following levels of education, experience and skills.

**Education**
- Current Nurses Board of Victoria Division 1 Registration
- Post Graduate nursing experience and commensurate qualifications in Acute, Aged Care and/or community based nursing experience.

**Experience**
- Demonstrated experience and knowledge of legislation and common law pertinent to nursing practice.
- Demonstrated knowledge of the legal implications of policies and procedural guidelines applicable to best nursing practice from time to time.
- Demonstrated experience knowledge and understanding of contemporary ethical issues pertinent to the nursing profession.
- Demonstrated commitment to improvement of skills and personal development.
- Demonstrated understanding of requirements for the implementation of effective change management and the ability to cope effectively in unexpected or rapidly changing situations.
- Demonstrated ability for effective communication, either written or verbal, with staff at all levels, patients, families and visitors.
- Demonstrated understanding of Quality and OH & S principles.
- Demonstrated ability to work both independently and as a member of a team.

**Skills**
- Dedication to effectively provide the highest possible nursing care to patients and clients of Alpine Health facilities.
- Well developed interpersonal administrative and organisational skills including negotiation, time, task and priority management.
- Ability to work as part of a team and to foster the exchange of ideas and the participation of others in the achievement of service objectives.
- A high level of both written and oral communication, and literacy and numeracy skills.
- Ability to work co-operatively and effectively with other departments, service providers and agencies both internal and external to Alpine Health.
- Current Driver’s Licence.
- Adequate computer knowledge and keyboard skills;
- Work in accordance with Australian Nurse and Midwifery Council Guidelines

**Key Qualities**

Alpine Health considers that the following personal qualities are vital to the Registered Nurse Division 1 – District Nurse role:

- **Responsiveness:** Provide frank, impartial and timely advice to the organization; high quality services to the organization and the community; and identify and promote best practice.
- **Integrity:** Honesty, openness and transparency in dealings; use powers responsibly; report improper conduct; avoid any real or perceived conflicts of interest; and strive to earn and maintain public trust.
- **Strategic Thinking:** the ability to identify and develop goals in keeping with the strategic directions of Alpine Health and State and Commonwealth Policy;
- **Impartiality:** Make decisions, and provide advice on merit and without bias, caprice, favouritism or self interest; act fairly by considering all relevant facts and fair criteria; and implement policies equitably.
- **Accountability:** Work with clear objectives in a transparent manner; accept responsibility for decisions and actions; seek to achieve the best use of resources; and submit to appropriate scrutiny.
- **Customer Focus:** Deliver services in accordance with the identified needs of the community. Provide accurate, appropriate and up-to-date information and strategies.
- **Respect:** The treatment of others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; and the improvement of outcomes on an on-going basis. The ability to maintain confidentiality and to recognize the rights, dignity and independence of all people.
- **Quality Improvement:** To participate in continuous quality improvement activities as required by Alpine Health.
- **Human Rights:** To respect and promote the human rights set out in the Victorian Charter of Human Rights and Responsibilities (included in part C of the Alpine Health Code of Corporate Governance).
- **Leadership:** The ability to actively implement, promote and support organisational key qualities.

The role description will be used as the basis to establish regular individual work plans. The work plans will inform Alpine Health’s performance management approach.

---

**Document Authorisation**

Senior Manager: ______________________________

Signature: ______________________________

Date: ______________________________