

## 1. General Information

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| <b>Position Title:</b>   | Hospital in the Home Registered Nurse   |
| <b>Division/Department:</b>  | Richmond Acute / Hospital in the Home   |
| <b>Position Reports to:</b>  | Associate Nurse Unit Manager, Nurse Unit Manager  |
| <b>Enterprise/Individual Agreement:</b>  | Epworth HealthCare Nurses Enterprise Agreement 2016   |
| <b>Classification/Grade:</b>   | XNCC32 Community Nurse Grade 2  |
| <b>Location:</b>   | Richmond  |
| <b>Employment Status:</b>  | Permanent   |
| <b>Resource Management</b><br>(for Management positions only)<br><b>Number of Direct Reports:</b><br><b>Budget under management:</b> | N/A   |
| <b>Key Relationships - internal and external</b>   | <ul style="list-style-type: none"><li>• HITH Nurse Unit Manager and ANUM</li><li>• Associate Director of Clinical Services; Director of Clinical Services</li><li>• Nursing staff and other ward unit staff (eg. ward clerk , allied health, support services )</li><li>• Visiting Medical officers (VMO's)</li><li>• Patients and families</li><li>• Multidiscipline medical teams</li></ul> |

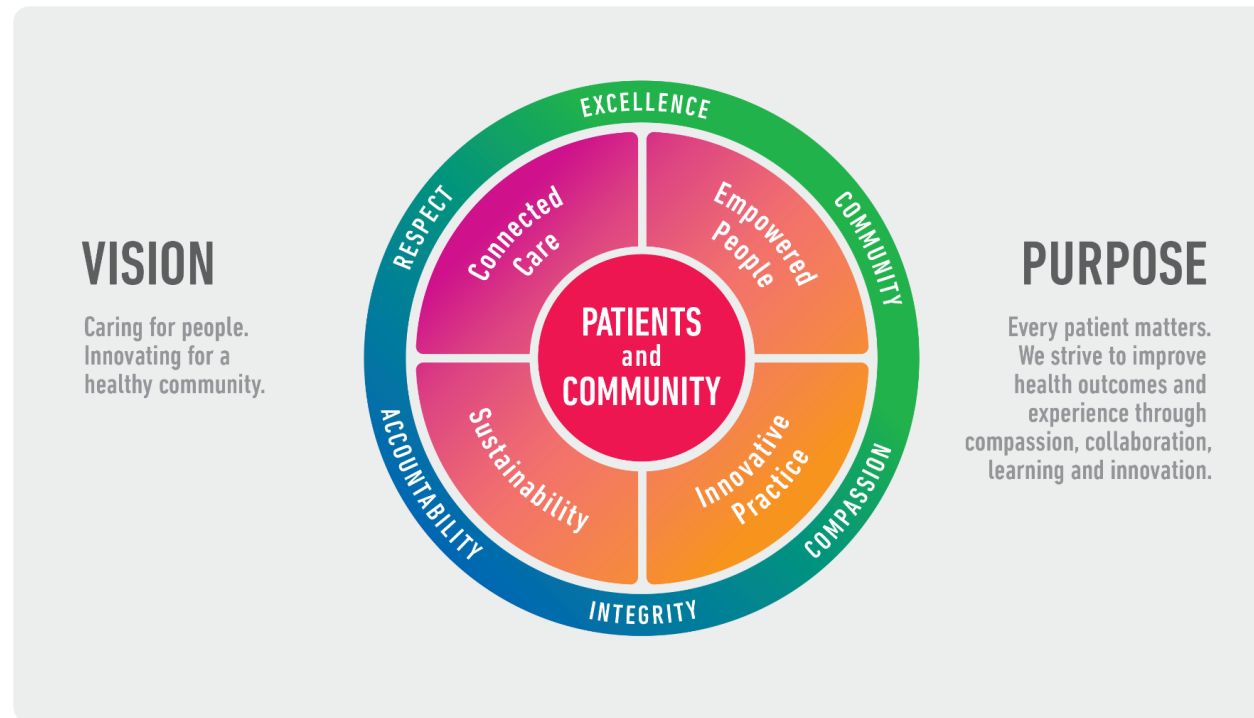
## 2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are *Respect, Excellence, Community, Compassion, Integrity and Accountability*. More information can be found on the [Epworth website](#).

Epworth's purpose is *Every Patient Matters*. We strive to improve health outcomes and experience through compassion, collaboration, learning and Innovation. Our Vision is *Caring for People. Innovating for a healthy community*.

## 2. Epworth HealthCare Strategy



| All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose. |  |
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| <b>Connected Care</b>   | – Partner with our patients through an integrated, holistic experience tailored to their needs and choices, enabling them to achieve their wellness potential        |
| <b>Empowered People</b>   | – Enable and empower our people and teams to be their best and make a difference to the patient experience   |
| <b>Innovative Practice</b>  | – Make a difference to our community through encouraging the ideas of our people and finding new and better ways to care and support care delivery                   |
| <b>Sustainability</b>   | – Be accountable to use resources wisely; to ensure organisational sustainability, enhance access, support the patient journey and create greater capacity for care. |

## 4. Purpose of the Position

Hospital in the Home is an inpatient acute care unit providing 24 hour care to patients in their homes. As a Hospital in the Home Nurse, you will provide direct, high-level acute nursing care to patients in their home to ensure a positive clinical outcome. The Hospital in the home Nurse works under the direction of the Hospital in the Home Nurse Unit Manager and/or Associate Nurse Unit Manager and the Medical team. This role collaborates closely with ward Nurse Unit Managers and the clinical care team to facilitate optimal transfer of care delivery to the home.

## 5. Key Accountabilities

| KEY RESPONSIBILITIES  | MEASURES/KPIs TO BE ACHIEVED   |
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| <b>Clinical Care</b> <ul style="list-style-type: none"> <li>Practice in accordance with Nursing and Midwifery Board of Australia (NMBA) National Competency Standards for Registered Nurses</li> <li>Practice in accordance with the National Safety and Quality Health Service (NSQHS) Standards</li> <li>Practice in accordance with legislative and common law requirements</li> <li>Utilises a reflective, critical thinking and evidence based approach to the clinical care of patients</li> <li>Encourages patients and family members participation in all stages of care continuum</li> <li>Performs effective admission, transfer and discharge processes in accordance with organisation policies/KPI's</li> <li>Timely reporting of outcomes of nursing interventions to the Nurse Unit Manager (or delegate)</li> <li>Demonstrate empathy and compassion to patients and their family, colleagues and VMOs. Respect and uphold the dignity and rights of consumers, relatives, carers, colleagues and members of the community</li> <li>Maintain patient confidentiality as prescribed by the relevant Acts and organisational policies and protocols</li> <li>Practices in accordance with Infection Control Standards</li> <li>Demonstrates initiative in the delivery of patient care, the ability to work independently as well as collaboratively with the team.</li> </ul> | <ul style="list-style-type: none"> <li>Compliance with NMBA National Competency Standards for Registered Nurses</li> <li>Compliance with NSQHS</li> <li>Compliance with legislative and common law requirements</li> <li>Sound relationships developed and maintained with key stakeholders</li> <li>Compliance with Information Privacy Act (2000) and the Health Records Act (2000)</li> <li>Demonstrated adherence to Epworth's HITH Admission Protocol</li> <li>Patients referred for admission meet Admission criteria</li> </ul> |

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| <p><b>Team work</b></p> <ul style="list-style-type: none"> <li>• Works cooperatively and collaboratively with all members of the multidisciplinary team</li> <li>• Provides positive and constructive feedback to others team members</li> <li>• Actively participates as a member of the unit's team</li> <li>• Coordinates patient flow in and out of the Hospital in the Home Unit , effective allocation of patients to staff with appropriate skills</li> <li>• Ensures processes are in place to enable timely and effective discharge from the Hospital in the Home Unit.</li> <li>• Follows Epworth Hospital in the Home Unit Admission Protocol</li> </ul> | <ul style="list-style-type: none"> <li>• Attends and actively participates in department and team meetings</li> <li>• Feedback from team members</li> <li>• Patients are discharged in a timely manner, in accordance with Epworth Policy</li> <li>• Referral Process is adhered to</li> </ul>  |
| <p><b>Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Strives to consistently improve service delivery and clinical practice</li> <li>• Provides suggestions, and feedback to ANUM and NUM on quality activities</li> <li>• Actively participates in quality improvement activities within the unit or department in accordance with the National Standards for Clinical Excellence and ACHS Accreditation Standards</li> </ul>  | <ul style="list-style-type: none"> <li>• Evidence of participation in quality activities</li> <li>• Improved patient care</li> <li>• Improvement in performance of unit</li> <li>• Show a proactive attitude in reviewing, supporting and implementing relevant research into the clinical environment</li> <li>• Provide leadership [with appropriate supervision] to other team members by acting as Nurse In Charge from time</li> </ul> |
| <p><b>Portfolio Management</b></p> <ul style="list-style-type: none"> <li>• Commitment to specific portfolio as assigned by the Nurse Unit Manager and develops plans to maintain, report and evaluate designated portfolio reflecting the unit requirements</li> </ul>   | <ul style="list-style-type: none"> <li>• Completion of Portfolio</li> <li>• Report follow up and progress at staff meetings and huddles</li> <li>• Audits / Targets completed on time</li> <li>• Attendance at applicable meetings</li> </ul>   |
| <p><b>Personal and Professional Development</b></p> <ul style="list-style-type: none"> <li>• Participates in prescribed performance development system annually</li> <li>• Evaluates personal performance and plans self-development</li> <li>• Participates in supervision of students (where requested by NUM)</li> <li>• Participates in the orientation of new and casual staff</li> </ul>  | <ul style="list-style-type: none"> <li>• Completion of annual performance appraisal by the due date</li> <li>• Participation in in-services, ward education, ward meetings</li> <li>• Completion of objectives outlined in self- development plan (provide evidence of)</li> </ul>  |

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| <ul style="list-style-type: none"> <li>• Participates in and provides as requested by NUM (or delegate) education to unit staff and students</li> <li>• Mandatory HR KPI's</li> </ul>   | <ul style="list-style-type: none"> <li>• Training of staff in Hospital in the Home (when requested by NUM)</li> <li>• HR KPI's are completed on time</li> </ul>   |
| <p><b>Customer Service</b></p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers. Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> <li>• Provide excellent, helpful service to patients, visitors and staff</li> <li>• Communicate with clear and unambiguous language in all interactions, tailored to the audience</li> <li>• Build customer relationships and greet customers and patients promptly and courteously</li> <li>• Actively seek to understand and involve patients' and their families in their care and planning.</li> </ul> | <ul style="list-style-type: none"> <li>• Patient and customer service satisfaction surveys within agreed targets</li> <li>• Use AIDET principles in all interactions</li> <li>• Issues are escalated to the manager and resolved in a timely manner</li> </ul>  |
| <p><b>Safety and Wellbeing</b></p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p> <ul style="list-style-type: none"> <li>• Report all hazards, incidents, injuries and near misses immediately to your manager and log them in Riskman</li> <li>• Speaking up for the safety of patients, colleagues, visitors and consumers at all times.</li> <li>• Practise in accordance with Epworth's Home or Community Visits – Staff Safety Protocol and Procedures</li> </ul>  | <ul style="list-style-type: none"> <li>• Implement and adhere to Epworth OHS policies, protocols and safe work procedures</li> <li>• Mandatory training completed at agreed frequency</li> <li>• Adhere to infection control/personal hygiene precautions</li> <li>• Complete pre-home and community risk assessment (MR46P and OP46P) prior to first visit</li> <li>• Home visits are managed in accordance with Epworth policy</li> </ul> |

## 6. Position Requirements/Key Selection Criteria

| COMPONENT           |   |
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| Qualifications      | <p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Registered Nurse or Midwife with Nursing and Midwifery Board of Australia Health Practitioner Regulation Agency (AHPRA)</li><li>• Current drivers licence</li><li>• Working with children's check</li><li>• Current police check</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Relevant post graduate qualification</li><li>• Critical care post graduate qualification</li></ul> |
| Previous Experience | <p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Minimum 3 years experience in Hospital in the Home or acute hospital inpatient ward</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Relevant post graduate experience in critical care/ICU/ED environment</li><li>• Cardiac care experience</li><li>• Oncology experience</li></ul>   |

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| <p><b>Required Knowledge and Skills</b></p>  | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrated autonomous practice</li> <li>• Prioritisation and organisational skills</li> <li>• Excellent communication and interpersonal skills</li> <li>• Advanced clinical assessment skills and problem solving</li> <li>• Ability to identify and escalate clinical deterioration or issues of concern</li> <li>• Excellent issue resolution skills</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge of Peripheral Intravenous Central Catheter device management and best practice principles</li> <li>• Demonstrated knowledge and best practice in complex wound care</li> <li>• Current intravenous cannulation certification and experience in venepuncture</li> <li>• Understanding of community based services</li> </ul> |
| <p><b>Personal Attributes &amp; Values</b></p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours</p> <ul style="list-style-type: none"> <li>• Respect</li> <li>• Excellence</li> <li>• Compassion</li> <li>• Community</li> <li>• Integrity</li> <li>• Accountability</li> </ul> | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Belief in patient centred care</li> <li>• Committed to providing a safe environment for patients and colleagues</li> <li>• Professional work ethic</li> <li>• Practices within the ethos of the Epworth Healthcare Values and behaviours</li> <li>• Self- motivated and self- directed</li> </ul>   |

## Document Control

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|-----------------|---------------------|---|
| Date Developed: | Date Last Reviewed: | Developed and Reviewed By:              |
| October 2019    | N/A                 | Executive Director of Clinical Services |

## Position Description



### Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_