

Position Description



1. General Information

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| Position Title: | Hospital in the Home / Chemotherapy in the Home Registered Nurse |
| Division/Department: | Continuing Care and Support Services / Epworth at Home |
| Position Reports to: | Associate Nurse Unit Manager, Nurse Unit Manager |
| Enterprise/Individual Agreement: | Epworth HealthCare Nurses Enterprise Agreement 2024 |
| Classification/Grade: | XNCC31 or XNCC32 Community Nurse Grade 1 or 2 (Domicillary Nurse) |
| Location: | Richmond |
| Employment Status: | Permanent |
| Resource Management (for Management positions only) Number of Direct Reports: Budget under management: | N/A |
| Key Relationships - internal and external | <ul style="list-style-type: none">• Epworth at Home Nurse Unit Manager, ANUM and Coordinator• Director of Epworth at Home, Medical Director of Epworth at Home• Nursing staff and other ward unit staff (e.g ward clerk, allied health, support services, etc.)• Visiting Medical Officers (VMO's)• Patients and families• Multidiscipline Medical Teams |

2. Overview of Epworth HealthCare

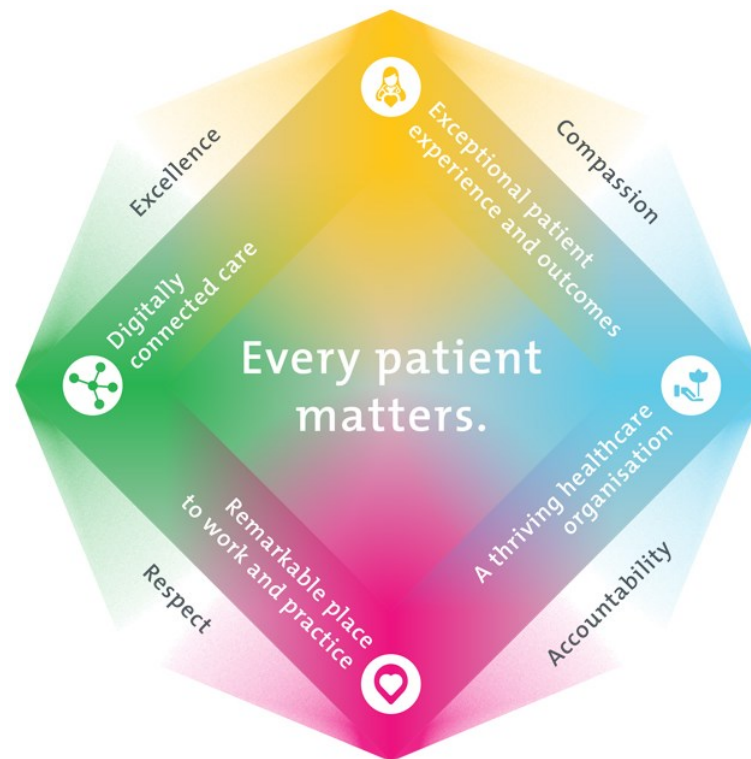
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our 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 Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.

A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

Epworth at Home is an umbrella under Epworth's Continuing Care and Support Services Division, encompassing Hospital in the Home and Chemotherapy in the Home, as well as other community services within the organisation.

Hospital in the Home (HITH) 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 homes to ensure a positive clinical outcome. The Hospital in the Home Nurse works under the direction of the HITH 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 home.

Chemotherapy in the Home (CITH) is a service that provides home-based cancer care. It caters to patients of different oncology and haematology cohorts and to those who have difficulty transporting to the hospital. The Chemotherapy in the Home Nurse works under the direction of the HITH Nurse Unit Manager and/or Associate Nurse Unit Manager and the Medical Team. This role collaborates closely with VMO's (oncologists and haematologists) and their respective project managers, oncology pharmacists, and Day Medical Unit Staff, to facilitate optimal, timely and effective administration of home-based cancer treatment.

Hospital in the Home and Chemotherapy in the Home are under the Epworth at Home umbrella and is managed by the Nurse Unit Manager. As such, the patient cohort can be mixed between the two branches. Appropriate patient allocation will be maintained and upskilling is provided if required in order to manage patients in both cohorts. Experience in both fields are most desirable.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

| Clinical Governance Domain | Role |
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| Leadership and culture | Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation. |
| Consumer Partnerships | Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible. |
| Effective Workforce | Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care. |
| Clinical Safety and Effectiveness | Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved. |
| Risk Management | Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies. |

6. Key Accountabilities: Hospital in the Home and Chemotherapy in the Home Nurses

| KEY RESPONSIBILITIES | MEASURES/KPIs TO BE ACHIEVED |
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| <p>Clinical Care</p> <ul style="list-style-type: none"> Practice in accordance with Nursing and Midwifery Board of Australia (NMBA) National Competency Standards for Registered Nurses Practice in accordance with the National Safety and Quality Health Service (NSQHS) Standards Practice in accordance with legislative and common law requirements Utilises a reflective, critical thinking and evidence based approach to the clinical care of patients Encourages patients and family members participation in all stages of care continuum Performs effective admission, transfer and discharge processes in accordance with organisation policies/KPI's Timely reporting of outcomes of nursing interventions to the Nurse Unit Manager (or delegate) 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 | <ul style="list-style-type: none"> Compliance with NMBA National Competency Standards for Registered Nurses Compliance with NSQHS Compliance with legislative and common law requirements Sound relationships developed and maintained with key stakeholders Compliance with Information Privacy Act (2000) and the Health Records Act (2000) Demonstrated adherence to Epworth's HITH/CITH Admission Protocol Patients referred for admission meet Admission Criteria |

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| <p>community</p> <ul style="list-style-type: none"> • Maintain patient confidentiality as prescribed by the relevant Acts and organisational policies and protocols • Practices in accordance with Infection Control Standards • Demonstrates initiative in the delivery of patient care, the ability to work independently, as well as collaboratively within the team. | |
| <p>Team work</p> <ul style="list-style-type: none"> • Works cooperatively and collaboratively with all members of the multidisciplinary team • Provides positive and constructive feedback to others team members • Actively participates as a member of the unit’s team • Coordinates patient flow in and out of the Hospital in the Home Unit , effective allocation of patients to staff with appropriate skills • Ensures processes are in place to enable timely and effective discharge from the Hospital in the Home Unit. • Follows Epworth Hospital in the Home Unit Admission Protocol | <ul style="list-style-type: none"> • Attends and actively participates in department and team meetings • Feedback from team members • Patients are discharged in a timely manner, in accordance with Epworth Policy • Referral Process is adhered to |
| <p>Quality Improvement</p> <ul style="list-style-type: none"> • Strives to consistently improve service delivery and clinical practice • Provides suggestions, and feedback to ANUM and NUM on quality activities • Actively participates in quality improvement activities within the unit or department in accordance with the National Standards for Clinical Excellence and ACHS Accreditation Standards | <ul style="list-style-type: none"> • Evidence of participation in quality activities • Improved patient care • Improvement in performance of unit • Show a proactive attitude in reviewing, supporting and implementing relevant research into the clinical environment • Provide leadership [with appropriate supervision] to other team members by acting as Nurse In Charge from time |

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| <p>Portfolio Management</p> <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Completion of Portfolio • Report follow up and progress at staff meetings and huddles • Audits / Targets completed on time • Attendance at applicable meetings |
| <p>Personal and Professional Development</p> <ul style="list-style-type: none"> • Participates in prescribed performance development system annually • Evaluates personal performance and plans self-development • Participates in supervision of students (where requested by NUM) • Participates in the orientation of new and casual staff • Participates in and provides, as requested by NUM (or delegate), education to unit staff and students • Mandatory HR KPI's | <ul style="list-style-type: none"> • Completion of annual performance appraisal by the due date • Participation in in-services, ward education, ward meetings • Completion of objectives outlined in self- development plan (provide evidence of) • Training of staff in Hospital in the Home (when requested by NUM) • HR KPI's are completed on time |
| <p>Customer Service</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.</p> <p>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"> • Provide excellent, helpful service to patients, visitors and staff • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues | <ul style="list-style-type: none"> • Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Issues are escalated to the manager and resolved in a timely manner |

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| <p>Safety and Wellbeing</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"> • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan • Speaking up for the safety of patients, colleagues, visitors and consumers at all times • Practise in accordance with Epworth’s Home or Community Visits – Staff Safety Protocol and Procedures. | <ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency • Complete pre-home and community risk assessment (MR46P and OP46P) prior to first visit • Home visits are managed in accordance with Epworth policy |
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7. Position Requirements/Key Selection Criteria:

Hospital in the Home Nurse

| COMPONENT | |
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| Qualifications | <p>Essential</p> <ul style="list-style-type: none"> • Registered Nurse or Midwife with Nursing and Midwifery Board of Australia Health Practitioner Regulation Agency (AHPRA) • Current Full Australian Driver’s licence • Working with Children Check • Current police check • Pass a Driving Assessment conducted by the organisation upon appointment <p>Desirable</p> <ul style="list-style-type: none"> • Relevant post graduate qualification • Critical care post graduate qualification |

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| <p>Previous Experience</p> | <p>Essential</p> <ul style="list-style-type: none"> • Minimum 3 years experience in Hospital in the Home or acute hospital inpatient ward <p>Desirable</p> <ul style="list-style-type: none"> • Relevant post graduate experience in critical care/ICU/ED environment • Cardiac care experience • Oncology experience • Med/Surg Experience |
| <p>Required Knowledge & Skills</p> | <p>Essential</p> <ul style="list-style-type: none"> • Demonstrated autonomous practice • Prioritisation, time management and organisational skills • Excellent communication and interpersonal skills • Advanced clinical assessment skills and problem solving • Ability to identify and escalate clinical deterioration or issues of concern • Excellent issue resolution skills • Safe driver • Demonstrated knowledge of Peripheral Intravenous Central Catheter (PICC) and Central Venous Access Device (CVAD) management and best practice principles • Demonstrated knowledge and best practice in complex wound care • Current intravenous cannulation certification and experience in venepuncture • IDC and SPC Management • Drain Tube Management <p>Desirable</p> <ul style="list-style-type: none"> • Negative Pressure Therapy Management • Understanding of community based services • Central Venous Access Device (CVAD) insertion • IDC and SPC insertion • PleurX Drain Management • Total Parenteral Nutrition and Enteral Nutrition Provision and Management |

Position Description



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| | <ul style="list-style-type: none"> • Provision of Feedings • Stoma Care |
| <p>Personal Attributes & Values</p> <p>All employees are expected to consistently work in accordance with Epworth’s values and behaviours</p> <ul style="list-style-type: none"> • Compassion • Accountability • Respect • Excellence | <p>Essential</p> <ul style="list-style-type: none"> • Belief in patient centred care • Committed to providing a safe environment for patients and colleagues • Professional work ethic • Practices within the ethos of the Epworth Healthcare Values and behaviours • Self- motivated and self- directed |

Chemotherapy in the Home Nurse

| COMPONENT | |
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| Qualifications | <p>Essential</p> <ul style="list-style-type: none"> • Registered Nurse or Midwife with Nursing and Midwifery Board of Australia Health Practitioner Regulation Agency (AHPRA) • Anti-Cancer Drug Administration Course (ADAC), or equivalent, has been completed and signed off • Current Full Australian Driver’s licence • Working with Children Check • Current police check • Pass a Driving Assessment conducted by the organisation upon appointment <p>Desirable</p> <ul style="list-style-type: none"> • Relevant post graduate qualification • Critical care post graduate qualification |

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| <p>Previous Experience</p> | <p>Essential</p> <ul style="list-style-type: none"> • Minimum 3 years experience in DMU and/or Oncology and/or Haematology wards <p>Desirable</p> <ul style="list-style-type: none"> • Relevant post graduate experience in critical care/ICU/ED environment • Chemotherapy in the Home Experience • Med/Surg Experience • Hospital in the Home experience |
| <p>Required Knowledge & Skills</p> | <p>Essential</p> <ul style="list-style-type: none"> • Advanced knowledge on cancer treatment, follow-up, escalation, and management • Demonstrated autonomous practice • Prioritisation, time management and organisational skills • Excellent communication and interpersonal skills • Advanced clinical assessment skills and problem solving • Ability to identify and escalate clinical deterioration or issues of concern • Excellent issue resolution skills • Safe driver • Demonstrated knowledge of Peripheral Intravenous Central Catheter (PICC) management and best practice principles • Central Venous Access Device (CVAD) insertion, management and best practice principles • Current intravenous cannulation certification and experience in venepuncture <p>Desirable</p> <ul style="list-style-type: none"> • Negative Pressure Therapy Management • Understanding of community based services • IDC and SPC insertion • PleurX Drain Management • Total Parenteral Nutrition and Enteral Nutrition Provision and Management • Provision of Feedings • Stoma Care • Demonstrated knowledge and best practice in complex wound care |

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| | <ul style="list-style-type: none"> • IDC and SPC Management • Drain Tube Management |
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Document Control

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|-----------------|---------------------|---|
| Date Developed: | Date Last Reviewed: | Developed and Reviewed By (Position Title): |
| | | |

8. 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:
