

JOB DESCRIPTION

Vacancy Reference No.	SD05-052
Closing Date	5.00 p.m. Friday 22nd April 2005
Contact Officer	Marlene Beaumont
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Position Number	019292 019376 019410
Position Title	Clinical Nurses (Midwives)
Unit / Branch / Division	Maternity Services, Nambour General Hospital, Sunshine Coast Health Service District
Location	Nambour
Classification	NO2
Salary Range	\$52 348 - \$56 079 gross p.a. \$26.40 - \$28.28 gross p.h.
Reporting Relationship	NUM – Maternity Services
Date of Review	November 2004
Approved By::	District Director Nursing Services
Date:	(Signed)

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NB: The words Patient, Client, Consumer or Resident are inter-changeable throughout this document.

Purpose of the Position

- To provide high quality nursing services within the Sunshine Coast Health Service District and to participate, if requested, in the provision of services in Clinical Service Networks (CSNs) in the Central Zone of Queensland Health.
- The position will, in consultation with the Nurse Unit Manager / Clinical Nurse Consultant / Nursing Director/ Director of Nursing:
 - Deliver comprehensive nursing care for groups of patients.
 - Provide support in the management of Human, Financial and Material resources.
 - Provide support and direction to other nursing staff.

Organisational Environment and Key Relationships

- The Sunshine Coast Health Service District provides high quality health care to one of the fastest growing regions in Australia.
- Keeping pace with the demands placed on local facilities, the Health Service District delivers public health services across the Coast from Caloundra, Maleny and Nambour General Hospitals (including Noosa Hospital on a contract basis) and through community

health centres, dental health and mental health services. Breast screening services are offered from BreastScreen Queensland.

- Service delivery has an integrated District and Zonal focus which is led by clinicians using evidence-based practice.
- Appointment of staff is to the Health Service District. Work may be undertaken at a variety of sites.
- Staff may be deployed from time to time to other clinical practice settings in line with workload demand.
- Consultation will be undertaken with permanent employees appointed prior to July 2000 if there is a requirement for them to undertake work at another site.

Role of the Organisational Unit

- Refer to Appendix 1 (Organisational Chart)
- Refer to Appendix 2 (Area specific information)

Reporting Relationships

- This position reports professionally to the Nurse Unit Manager / Clinical Nurse Consultant / Nursing Director / Director of Nursing.
- This position may report operationally to a non-nursing position.

Supervises

- Registered Nurses NO1, Enrolled Nurses (Advanced Practice), Enrolled Nurses and Advanced Assistants in Nursing, Assistants in Nursing, Undergraduate Nurses and other visiting nursing staff within the designated unit.

Indirect Relationships

- All users and providers of health care and support services

Communications

- **Internal** - This position communicates regularly with the NUM, CNC, patients, relatives and all personnel, medical, allied health professionals and other nurses involved in patient care.
- **External** – External communication will be primarily with other health agents and community support groups.

Position Requirements (Duties, Responsibilities and Work Behaviours)

Queensland Health is committed to achieving our mission of improving 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 fulfil our mission and sustain this trust we share four core values of: quality and recognition; professionalism; teamwork; 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 position description reflect the commitment to our mission, vision, values and strategic intents which are required by this position.

The Australia Nursing Council Inc. competency standards are the minimum standards expected of all Registered Nurses within the Sunshine Coast Health Service District. The Key Performance Indicators are the District developed indicators by which performance is measured and comprise part of both the position description (PD) and the individual performance development plan.

DOMAIN : PROFESSIONAL AND ETHICAL PRACTICE

ANCI 1 : Functions in accordance with legislation and common law affecting nursing practice

- 1.1 Demonstrates knowledge of legislation and common law pertinent to nursing practice.
- 1.2 Fulfils the duty of care in the course of practice.
- 1.3 Demonstrates knowledge of policies and procedural guidelines that have legal implications for practice.

Key Performance Indicator

- *Knowledge and application of Queensland Health and Sunshine Coast Health Service District policies and procedures and relevant legislation and common law.*
 - *Contributes to the monitoring of these within the clinical unit.*
- 1.4 Identifies unsafe practice and responds appropriately to ensure a safe outcome.
 - 1.5 Recognises and acts upon breaches of law relating to practice.

Key Performance Indicator:

- *Identifies actions which may compromise and /or contravene the law and takes appropriate action/s.*
- *Is pro-active in identifying potential breaches of unsafe practice.*

ANCI 2 : Conducts nursing practice in a way that can be ethically justified.

- 2.1 Practices in accordance with the profession's code of ethics.
- 2.2 Ensures confidentiality of information.

Key Performance Indicator

Nursing practice and behaviours reflect an understanding and application of the Code of Ethics for nurses.

Contributes to the monitoring of and managing these with other staff.

- 2.3 Demonstrates knowledge of contemporary ethical issues impinging on nursing.
- 2.4 Engages effectively in ethical decision making.

Key Performance Indicator

- *Nursing practice and behaviours reflect recognition and acceptance of the rights of others.*
- *Participates in ethical decision-making. Encourages involvement in ethical decision-making in others.*

ANCI 3 : Protects the rights of individuals / groups in relation to health care.

- 3.1 Acknowledge the rights of individuals / groups in the health care setting.
- 3.2 Acts to ensure that the rights of individuals / groups are not compromised.
- 3.3 Involves the individual / group as an active participant in the process of care.
- 3.4 Respects the values, customs, spiritual beliefs and practices of individuals and groups.
- 3.5 Provides for the spiritual, emotional and cultural needs of individuals / groups.
- 3.6 Provides relevant and current health care information to individuals and groups in a form, which facilitates their understanding.
- 3.7 Encourages and supports individuals / groups in decision making.

Key Performance Indicator

- *Demonstrates patient advocacy and ensures the rights of individuals / groups are acknowledged within the practice setting.*
- *Promotes informed decision making, through the provision of evidenced-based education.*

ANCI 4 : Accepts accountability and responsibility for own actions within nursing practice.

- 4.1 Recognises own knowledge base / scope of competence.
- 4.2 Consults with an experienced Registered Nurse when nursing care requires expertise beyond own scope of competence.
- 4.3 Consults other health care professionals when individual / group needs fall outside the scope of nursing practice.

Key Performance Indicator

- *Demonstrates ability to define current knowledge and skill base and work within scope of practice.*
- *Demonstrates knowledge of Queensland Nursing Council Scope of Practice and Decision Making Framework.*
- *Develops and utilises support structures.*

DOMAIN : CRITICAL THINKING AND ANALYSIS

ANCI 5 : Acts to enhance the professional development of staff and others.

- 5.1 Uses professional standards of practice to assess the performance of self.
- 5.2 Recognises the need for and participates in professional development of self.
- 5.3 Contributes to the learning experiences and professional development of others.
- 5.4 Recognises the need for care of self.

Key Performance Indicator

- *Demonstrates reflective practice and identifies own learning/professional development needs.*
- *Contributes to identification of learning needs of others and / or the unit.*
- *Facilitates, contributes to and may coordinate the staff development plan for the unit.*
- *Acts as a preceptor / mentor and supports others in meeting their professional development needs*
- *Demonstrates ability to identify and access available resources for professional and personal development*

ANCI 6 : Values research in contributing to developments in nursing and improved standards of care.

- 6.1 Acknowledges the importance of research in improving nursing outcomes.
- 6.2 Incorporates research findings into nursing practice.
- 6.3 Contributes to the process of Nursing research.

Key Performance Indicator

- *Utilises an evidence based practice framework and promotes this for others.*
- *Actively researches available literature / research and applies this in the practice setting.*
- *Initiates quality improvement activities*
- *May coordinate quality improvement plan for unit.*

DOMAIN : MANAGEMENT OF CARE

ANCI 7 : Carries out a comprehensive and accurate nursing assessment of individuals and groups in a variety of settings.

- 7.1 Uses a structured approach in the process of assessment.
- 7.2 Collects data regarding the health and functional status of individuals and groups.
- 7.3 Analyses and Interprets data accurately.

Key Performance Indicator

- *Undertakes assessment on patients with complex needs utilising principles of biopsychosocial assessment.*
- *Develops plan of care appropriate to the individual / group.*

- *Assists other team members to assess and plan individuals and groups with complex care needs.*

ANCI 8 : Formulates a plan of care within individual and groups.

- 8.1 Establishes priorities for resolution of identified health needs in consultation with the individual / group.
- 8.2 Identifies expected outcomes including a time frame for achievement in consultation with individual / group.
- 8.3 Develops and documents a plan of care to achieve optimal health, habitation, rehabilitation or a dignified death.

Key Performance Indicator

- *The documented plan of care reflects that individual / group needs have been identified and prioritised to achieve optimal outcomes in consultation with the interdisciplinary team.*

ANCI 9 : Implements planned nursing care to achieve identified outcomes within scope of Competency

- 9.1 Provides Planned Care.
- 9.2 Plans for continuity of care as appropriate.

Key Performance Indicator

Provides safe nursing care. Contributes to and coordinates the continuum of care through interdisciplinary collaboration and appropriate referral.

- 9.3 Educates individual or groups to maintain and promote health.

Key Performance Indicator

- *Promotes optimal patient outcome through the use, development and application of appropriate educational strategies.*

ANCI 10 :Evaluates progress toward expected outcomes and reviews and revises plans in accordance with evaluation data.

- 10.1 Determines the progress of individuals or groups towards Planned outcomes.
- 10.2 Revises nursing interventions in accordance with evaluation data and determines further outcomes.

Key Performance Indicator

- *Accurately and comprehensively appraises and evaluates the effectiveness of care and progress towards planned outcomes.*
- *Makes appropriate amendments, and formulates further care strategies.*

ANCI 11 : Contributes to the maintenance of an environment which promotes safety, security and personal integrity of individuals and groups.

- 11.1 Acts to enhance the safety of individuals and groups at all times.

Key Performance Indicator

Recognises and respond appropriately to unsafe practice within health care setting.

- 11.2 Provides for the comfort needs of individuals and groups at all times.

Key Performance Indicator

Demonstrates an ability to assess, provide, implement and evaluate the comfort needs effectively.

- 11.3 Establishes, maintains and concludes caring therapeutic and effective interpersonal relationships with individual or groups.

Key Performance Indicator

Establish and facilitate effective interpersonal relationships.

11.4 Applies strategies to promote individual / group self-esteem.

Key Performance Indicator

Participate in team building activities.

11.5 Acts to maintain the dignity and integrity of individuals / groups.

Key Performance Indicator

- *Ensures that dignity and integrity are maintained.*
- *Utilises problem solving skills which enable and empower individuals /groups.*

ANCI 12 : Communicates effectively with individuals and groups

12.1 Communicates using formal and informal channels of communications.

Key Performance Indicator

Demonstrates a knowledge and use of effective communication. Assists other team members in developing channels of communication.

12.2 Ensures documentation is accurate and maintains confidentiality.

Key Performance Indicator

- *Documents as per District policy / procedure and legal requirements.*
- *Promotes accurate documentation and maintenance of confidentiality in other team members.*

ANCI 13 : Manages effectively the nursing care of individuals and groups.

13.1 Organise workload to facilitate planned nursing care for individuals and groups.

Key Performance Indicator

Prioritises and completes expected activities within the given time, relevant to practice setting. Coordinate activities / workload of team to achieve optimal outcomes.

13.2 Delegates to others activities commensurate with their abilities and scope of practice.

13.3 Uses a range of supportive strategies when supervising aspects of care delegated to others.

Key Performance Indicator

Utilise and delegate appropriate available resources to meet unit \service activities and review to ensure appropriate progress. Identifies strengths, weaknesses in team members and delegates accordingly. Evaluates progress towards meeting team goals.

13.4 Respond effectively in unexpected or rapidly changing situations

Key Performance Indicator

- *Re-prioritise work activities commensurate with changes in patient / unit needs.*
- *Demonstrates creativity and flexibility in rapidly changing situations.*

ANCI 14 : Collaborates with other members of the health care team.

14.1 Recognises the role of members of the health care team in the delivery of health care.

14.2 Establishes and maintains collaborative relationships with colleagues and members of the health care team.

14.3 Participate with other members of the health care team and the individual / group in decision making.

Key Performance Indicator

- *Recognises and respects the role of the inter-disciplinary team and refers appropriately.*
- *Demonstrates advanced communication \ conflict resolution skills.*
- *Is able to provide leadership within a multi-disciplinary team*

- To provide and monitor a high standard of care, utilising contemporary evidence based principles, within available resources.
- Work performance will be assessed in line with the Performance Management Directive.
- Comply with District-wide policies and procedures available on the Sunshine Coast Health Service District Intranet and the policies and work practise guidelines specific to your position contained in the Departmental / Service Policy Manual.
- Participate in the process of continuous improvement.

Primary Delegations and Accountability

- As per the local Human Resource and Financial Delegations
- The Clinical Nurse is accountable to the Sunshine Coast Health Service District for Nursing Practice according to its philosophy and aims at a Divisional and Unit level.
- The Clinical Nurse is accountable to clients and support groups for the effective and efficient delivery of quality care.
- The Clinical Nurse is accountable to herself / himself for the maintenance of professional standards of practice.

Person Specifications / Qualifications

- Post Graduate qualifications in relevant areas will be well regarded.

Additional Factors

Queensland Health Code of Conduct

The Queensland Health Code of Conduct explains the acceptable standard of behaviour required of all staff. The Code consists of five (5) principles: Respect for the Law and System of Government, Respect for People, Integrity, Diligence, Economy and Efficiency. All employees are required to familiarise themselves with the Code of Conduct and to behave in accordance with the above principles.

Probation

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

Performance Appraisal and Development

Performance Appraisal and Development will be initiated by your supervisor within the first month of appointment. If expected outcomes of the position are not achieved the probationary period may be extended. If the probationary period is to be extended you will be advised in writing.

Review of the performance of all staff within their current position is conducted on an on-going basis. Personal development programs will be established for all employees. Unsatisfactory performance may result in the commencement of remedial performance management programs. Continued unsatisfactory performance whilst on such programs may result in termination of service.

Vaccinations and Inoculations

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 patient 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.

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.

No Smoking Policy

In accordance with government requirements and its own commitment to a healthy workplace, the Sunshine Coast Health Service District has a strictly enforced policy of maintaining a smoke-free working environment. Smoking is confined to designated areas outside buildings and you need to check where these are with your line manager.

Inappropriate use of government-owned communication and information devices

Information Standard 38, issued by the Department of Innovation, Information Economy, Sport and Recreation Queensland, sets out the policy for the appropriate use of government-owned communication and information devices. The standard makes clear that inappropriate use is unacceptable and requires that employees using such facilities inappropriately be disciplined.

- Inappropriate use of government-owned communication and information devices includes downloading, storing or distributing pornography. Pornography is defined as the “explicit description or exhibition of sexual activity...intended to stimulate erotic rather than aesthetic or emotional feelings”.
- It is the policy of the Queensland Government that any employee found to have used a government-owned communication or information device to download, store or distribute pornography will be dismissed.

Should any staff member within the Sunshine Coast Health Service District be found to have downloaded, stored or distributed pornography, a show-cause proceeding will be initiated.

Manual Handling

- This position may require nurses to undertake manual handling tasks that may include pushing, pulling, lifting, bending, reaching above shoulder height and reaching to the floor.
- **Note:** The management of the Sunshine Coast Health Service District promotes a philosophy of staff health and well being and recognises that in all work there is an element of physical effort. As such, staff need to be aware that there is a relationship between personal fitness and continuing ability to perform work safely. If you would like to obtain some advice on how to maintain a level of fitness appropriate for your work you might like to discuss this with your General Practitioner.
- Please see appendix for further additional factors that are relevant for the specific position.

Mandatory Criteria

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

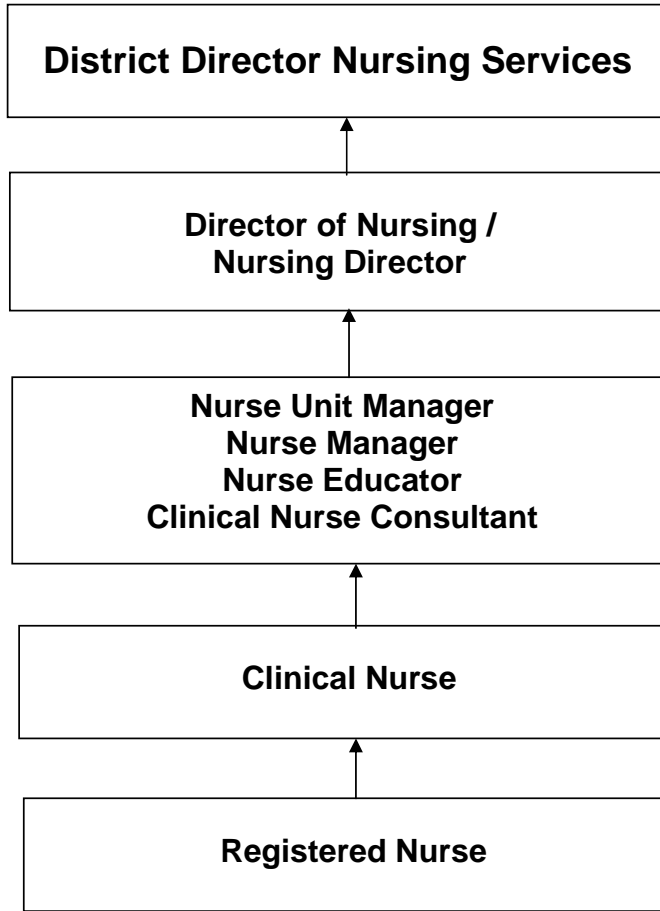
- Registration with the Queensland Nursing Council (QNC) and possession of a current annual license certificate is essential (with midwifery endorsement if practising as a midwife in Maternity Services).

Assessment Criteria

Your application for this position must specifically address each assessment criteria listed below. Shortlisting and selection for interview will be based on these assessment criteria.

Criteria : <i>(Please note if mandatory criteria are included, they cannot be scored or weighted, they serve as a filtering mechanism for shortlisting only)</i>	Weighting
C1. Demonstrated competence in patient focussed care and problem solving skills at an advanced level in a defined clinical area / specialty.	
C2. Demonstrated ability to contribute towards efficient and effective management of resources.	
C3. Demonstrated ability to work effectively and provide leadership within an inter-disciplinary team environment.	
C4. Demonstrated knowledge of and involvement in : <ul style="list-style-type: none">• Quality Improvement• Evidence Based Practice• Staff Development	
C5. An understanding of, agreement with and commitment to upholding the mission, aims and values of Queensland Health and their application to this position.	
C6. Demonstrated understanding of, and the ability to apply knowledge of, contemporary human resource management issues including workplace health and safety, equal employment opportunity and anti discrimination, Code of Conduct and Public Sector Directives.	

PROFESSIONAL STRUCTURE



Enrolled Nurse (Advanced Practice)
Enrolled Nurse

Advanced Assistant in Nursing
Assistant in Nursing

Endorsed: (DON / ND)

Approved:DDNS

In addition to the generic job description, this position has the following position specifications:

Clinical Nurse (NO2) – Maternity Services

Nambour General Hospital has a Grade 3 Obstetric Service (Queensland Health Service Capability Framework, July 2004). Families are informed about the care options within the multi-disciplinary team environment. The majority of clients using the services are women who have no health insurance and who reside within the Noosa, Maroochy, and Caloundra Shires. There are approximately 1,800 births annually.

Maternity Services consist of hospital based and outreach Antenatal Clinic Services, a 6 bed Birth Suite, a 24 bed Antenatal and Postnatal ward and a level 2 Special Care Baby Unit funded for 8 cots. The 4 areas collaborate and function as a whole service providing a family focused service. The close proximity of Birth Suite to other areas of maternity, facilitate a close working relationship allowing the midwives to practice within their scope of practice.

ENVIRONMENT – MATERNITY

- To be accountable as a midwife for their own professional practice according to the Australian College of Midwives Code of Ethics and Competency Standards; and the Queensland Nursing Council's Code of Practice for Midwives.
- To provide care and education of the women and her family in the prenatal, intranatal and postnatal periods in both the ambulatory and inpatient settings.
- To provide education and support to the woman with lactation and infant feeding in according with the principles of BFHI.
- To provide care and observation of the newborn.
- To participate in the screening of women for mental health risk and domestic violence throughout the child bearing experience.
- To participate in discharge planning for the woman and her family and the provision of information, support and referrals to relevant support services.
- To function as an effective team member throughout all areas of Maternity Services.
- To maintain own midwifery competency including:
 - Neonatal resuscitation
 - CTG Interpretation
 - Breast feeding
- To participate in existing and future service and professional trends via participation in performance management, quality management and strategic planning relevant to Midwifery practice.
- To support a learning environment for midwifery students and refresher midwives.
- To co-ordinate and provide family centred midwifery care to child bearing families and specific client groups across the care continuum.
- To co-ordinate and provide comprehensive, evidence based education to staff, clients and their families throughout Maternity Services.