

## DRAFT POSITION DESCRIPTION

# ISLHD - Stream Leader Out of Hospital Care

Our CORE values  
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Illawarra Shoalhaven Local Health District
Position Classification	Nurse Mgr Gde 5
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing & Midwifery   Nurse Manager
Website	<a href="http://www.islhd.health.nsw.gov.au/">www.islhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

The Stream Leader Out of Hospital Care (OHC) Nurse Manager is a member of the OHC Executive and will work in partnership with other key staff across OHC service to support change management to meet service requirements for relevant national accreditation standards and compliance with ISLHD policies and procedures. The Nurse Manager will support clinical risk management approaches to ensure accountability for professional practice and patient/client safety.

The Nurse Manager is operationally responsible for staff within the Community Nursing & Community Palliative Care stream of OHC and lead for professional nursing across OHC. The Nurse Manager plays a key operational role in managing the service as well as establishing, implementing, and supporting the OHC strategic direction at an OHC Service level; in monitoring performance towards agreed goals and in facilitating the achievement of key milestones.

The Nurse Manager has a key role in representing nursing at relevant ISLHD committees and provide professional nursing direction within OHC.

## COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course (2 doses) of a Therapeutic Goods Administration (TGA) approved or recognised COVID-19 vaccine (except for the Janssen COVID-19 vaccine which is approved by the TGA as a single dose primary course). New applicants must have completed the vaccination course prior to commencement with NSW Health or provide an Australian Immunisation Register (AIR) Immunisation History Statement certifying the worker cannot have any approved COVID-19 vaccines available in NSW. An NSW Health agency may require further information about the medical contraindication (including but not limited to an Immunisation Medical Exemption form - IM011 form).

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

## RESPIRATOR USE

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NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use, including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## KEY ACCOUNTABILITIES

### Leadership and Governance

- Clinical and professional resource person and role model in Community, Palliative and specialist nursing
- Identify in conjunction with the nursing team areas of nursing development and review of professional practice and policy relating to primary health nursing practice.
- Provides and develops leadership through direction and support to staff.
- Ensures care delivery is safe and undertaken within a multidisciplinary, collaborative framework in accordance with national professional nursing standards and supported by the best available evidence.
- Recognises and responds rapidly and appropriately to potential or actual adverse or other unexpected events that impact on patient safety, access, and flow within the relevant services.
- Ensures that the rights of the patients/clients are protected in all activities, including teaching and research, in accordance with legislation and professional codes of conduct.
- Monitors incident reports that indicate the need for the review of current practice or development of new policies and procedures, and actions this
- Participates with key multidisciplinary stakeholders and consumers in achieving and maintaining the Accreditation status of all services.
- Provides leadership and fosters participation in multidisciplinary research and quality improvement projects across the stream.
- Monitors key performance indicators and benchmarks, intervening when these are not met.

### Resource Management

- Ensures resources are adequate for the safe and timely care of patients/clients and ensures unacceptable deficits are communicated to the Director OHC in a timely manner
- Assess resource utilisation using financial and activity reports, providing commentary where required and addressing issues identified and review budget allocation and develop business cases as required.
- Contributes to the forward-planning and evaluation of services and activities to maximise effective use of current and future resources nursing resource.
- Identify and mediate potential and actual conflict between individuals and groups as required. Ensures adherence to the Industrial Award conditions for staff.
- Facilitates and monitors Performance Management for department managers and provides strategies to address weaknesses and develops strengths.
- Fosters a culture of 'inclusiveness' through collaborative decision-making, and consultation in relation to coordination services, use of shared resources and operational issues.

### Strategic Planning

- Set goals, formulate, and implement plans to achieve identified outcomes and coordinate, manage and evaluate the process of organisational change and represents on relevant statewide forums.
- In collaboration within the multidisciplinary team, provides leadership for effective clinical and corporate governance, organisational management, medico-legal risk, and broad quality service delivery.

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- Leads in the development, implementation and evaluation of services and the implementation of change management strategies across services, in collaboration with other relevant staff.

## Professional Development

- Acquire and use sound, contemporary knowledge of nursing professional, health management and organisational issues.
- Identify, evaluate, and incorporate where appropriate emerging trends within the profession of nursing and within health care.

## KEY CHALLENGES

- Ensuring that Out of Hospital Care Stream Services are coordinated effectively with other ISLHD and external clinical services to ensure an integrated patient journey.
- Facilitation and engagement of key stakeholders both within OHC and other ISLHD and external services to achieve OHC and ISLHD strategic objectives.
- Develop and maintain good relationships with the community and other agencies to promote more efficient coordination and delivery of health services.

## KEY RELATIONSHIPS

Who	Why
Director Out of Hospital Care (OHC)	To ensure alignment with District and OHC strategy as well as OHC service delivery goals and directions.
Executive Director of Nursing & Midwifery	To represent community nursing functions professional issues
Divisional Co-Directors	To align community-based nursing services within ISLHD

## SELECTION CRITERIA

- Registered nurse with a current license to practice from the Australian Health Practitioner Regulation Agency (AHPRA).
- Relevant post registration management qualifications and considerable experience in a management role
- Extensive experience working in a variety of clinical settings, including the acute, sub-acute and community environment.
- Demonstrated leadership skills and the ability to motivate, inspire and organise staff to achieve organisational, program and professional outcomes.
- Proven high level written and verbal communication, interpersonal and negotiation skills.
- Demonstrated computer literacy, ability to trend and interpret data and competent information seeking skills.
- Demonstrated experience and skills in strategic planning and policy development.

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## OTHER REQUIREMENTS

### Other Duties

- Commitment to protecting the rights of consumers, particularly regarding participation, confidentiality, complaints and informed consent.
- Undertake other duties in accordance with the award as directed by the officer in charge.
- Demonstrates responsiveness to changing levels of support required by key stakeholders in the service.

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## Job Demands for: ISLHD - Stream Leader Out of Hospital Care

Physical Demands	
<b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials.  Frequent	<b>Sitting</b> - remaining in a seated position to perform tasks.  Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks.  Infrequent	<b>Walking</b> - floor type: even/uneven/slippy, indoors/outdoors, slopes  Infrequent
<b>Running</b> - floor type: even/uneven/slippy, indoors/outdoors, slopes  Not Applicable	<b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks.  Infrequent
<b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks.  Infrequent	<b>Kneeling</b> - remaining in a kneeling posture to perform tasks.  Not Applicable
<b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks.  Not Applicable	<b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery.  Not Applicable

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<p><b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps.</p> <p>Infrequent</p>	<p><b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)</p> <p>Infrequent</p>
<p><b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)</p> <p>Not Applicable</p>	<p><b>Lifting/Carrying</b> - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p><b>Reaching</b> - arms fully extended forward or raised above shoulder.</p> <p>Not Applicable</p>	<p><b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body.</p> <p>Not Applicable</p>
<p><b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)</p> <p>Not Applicable</p>	<p><b>Hand and Arm Movements</b> - repetitive movements of hands and arms</p> <p>Infrequent</p>
<p><b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands</p> <p>Not Applicable</p>	<p><b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work.</p> <p>Not Applicable</p>
<p><b>Driving</b> - Operating any motor powered vehicle.</p> <p>Occasional</p>	

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Sensory Demands	
<p><b>Sight</b> - use of sight is an integral part of work performance (e.g., viewing of X-Rays, computer screens)</p> <p>Constant</p>	<p><b>Hearing</b> - use of hearing is an integral part of work performance (e.g., Telephone enquiries)</p> <p>Frequent</p>
<p><b>Smell</b> - use of smell is an integral part of work performance (e.g., working with chemicals)</p> <p>Not Applicable</p>	<p><b>Taste</b> - use of taste is an integral part of work performance (e.g., food preparation)</p> <p>Not Applicable</p>
<p><b>Touch</b> - use of touch is an integral part of work performance.</p> <p>Not Applicable</p>	

Psychosocial Demands	
<p><b>Distressed People</b> - e.g., emergency or grief situations</p> <p>Infrequent</p>	<p><b>Aggressive and Uncooperative People</b> - e.g., drug/alcohol, dementia, mental illness</p> <p>Infrequent</p>
<p><b>Unpredictable People</b> - e.g., dementia, mental illness, head injuries</p> <p>Not Applicable</p>	<p><b>Restraining</b> - involvement in physical containment of patients/clients</p> <p>Not Applicable</p>



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<b>Exposure to Distressing Situations</b> - e.g., child abuse, viewing dead/mutilated bodies.  Infrequent	
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## Environmental Demands

<b>Dust</b> - exposure to atmospheric dust  Not Applicable	<b>Gases</b> - working with explosive or flammable gases requiring precautionary measures.  Not Applicable
<b>Fumes</b> - exposure to noxious or toxic fumes  Not Applicable	<b>Liquids</b> - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.  Not Applicable
<b>Hazardous Substances</b> - e.g., dry chemicals, glues  Not Applicable	<b>Noise</b> - environmental/background noise necessitates people raise their voice to be heard.  Not Applicable
<b>Inadequate Lighting</b> - risk of trips, falls or eyestrain.  Not Applicable	<b>Sunlight</b> - risk of sunburn exists from spending more than 10 minutes per day in sunlight.  Not Applicable
<b>Extreme Temperatures</b> - environmental temperatures are less than 15°C or more than 35°C.  Not Applicable	<b>Confined Spaces</b> - areas where only one egress (escape route) exists.  Not Applicable



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<b>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</b>  Not Applicable	<b>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</b>  Not Applicable
<b>Working At Heights -</b> ladders/stepladders/scaffolding are required to perform tasks  Not Applicable	<b>Biological Hazards -</b> exposure to body fluids, bacteria, infectious diseases  Infrequent

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