

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: COMMUNITY HEALTH NURSE

<b>Name:</b>		Reg No. A0024004N
<b>Position number:</b>		P.O. Box 1121 Bendigo Central Victoria 3552
<b>Award:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020	<b>Central Site:</b> Ph: (03) 5448 1600 Fax: (03) 5448 1699
<b>Classification:</b>	Registered Nurse Grade 3B Community Health Year 1 or 2 (Dependent upon experience)	<b>Eaglehawk Site:</b> Ph: (03) 5434 4300 Fax: (03) 5434 4355
<b>Site:</b>	Eaglehawk site however the position may work from any Bendigo based BCHS site as negotiated	<b>Kangaroo Flat:</b> Ph: (03) 5430 0500 Fax: (03) 5430 0544
<b>Hours per fortnight:</b>	76.0 hours per fortnight (negotiable)	<b>Elmore Primary Health:</b> Ph: (03) 5432 6001 Fax: (03) 5432 6101
<b>Tenure:</b>	Fixed term to 30 June 2020	
<b>Position description developed:</b>	February 2014	
<b>Responsible to:</b>	Graem Kelly, Director - Primary Health Care Services	

#### 1. Position Role

The role of the position is:

1. Provide clinical nursing services within the Community Medical Practice.
2. Assist as directed in the development of patient care plans, health assessments and the implementation of other health initiatives.
3. Assist with the integration of health promotion and the social model of health at Bendigo Community Health Services (BCHS).
4. Provide administration support to the Primary Health Care team.

#### 2. Position Responsibilities

The responsibilities of the position are:

1. Provide clinical nursing services within the Community Medical Practice.
2. Undertake health assessments and contribute of other care team arrangements for clients of BCHS in collaboration with the nursing and chronic disease management staff.
3. Assist with the integration of health promotion and the social model of health within BCHS.
4. Liaise with other key organisations, networks and working groups as required and determined to be appropriate.
5. Assist the organisation with data collection and research initiatives as required.
6. Provide administration support to the Primary Health Care Team.
7. Build an understanding of the broad range of BCHS programs and services, sufficient to refer and connect patients to complimentary services beneficial to their health and wellbeing.
8. Other duties as directed.

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### **3. The Role of the Team**

The primary focus of the clinical nursing services is to provide comprehensive specialist nursing services to patients and clients and lead coordinated care and referral pathways internally and externally across a range multidisciplinary services. The team sits within the Primary Health Care Services team.

### **4. Key Selection Criteria**

#### **4.1 Essential**

1. Current registration with Nursing and Midwifery Board of Australia as a Registered Nurse.
2. The ability to provide comprehensive and coordinated nursing services in the general practice setting.
3. Demonstrated ability to work as a member of multidisciplinary team with highly developed communication skills.
4. The ability to provide sensitive practice in response to client diversity.
5. A proven ability in case management or in undertaking GP management plans.
6. Desire to be trained in chronic disease management.
7. A Current Victorian Drivers Licence.

#### **4.2 Desirable**

1. Experience in a general practice setting.
2. Experience in an office or reception environment with medium to high level knowledge of use of Microsoft office and data input functionality.
3. The ability to build and develop positive relationships with both internal and external clients.
4. The ability to confidentially maintain accurate records in accordance with BCHS procedures.
5. Demonstrated contemporary knowledge and skills in the area of medications, wound management, asthma, diabetes and chronic disease management according to qualification competencies.
6. Demonstrated interest and experience in adolescent health.

### **5. Probationary Period**

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed and, assuming this is mutually satisfactory, your employment will be confirmed as ongoing at the end of this period.

### **6. Staff Review & Development (SRD)**

*Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Team and Individual Work Plans and the following Performance Indicators.*

#### **6.1 Self-Management:**

*Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.*

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

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### **6.2 Communication & Team Work:**

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients.*

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

### **6.3 Administration & Documentation:**

*Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

### **6.4 Learning:**

*Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

### **6.5 Position Performance:**

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Provide service delivery according to defined targets and to at least the minimum level required by relevant funding streams.
- Demonstrate positive outcomes for clients and staff through your interventions.
- Show evidence of an integrated service delivery approach for clients.
- Demonstrate medium to high level administrative functions.

### **6.6 Diversity and Culture:**

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities; and provides a supportive work environment.

### **6.7 Child Safety**

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

## **7. Other Essential Requirements**

### **Staff will:**

- Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.

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- Present a copy of your original professional qualifications document or registration.
- Present a current Working with Children Check.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

### **BCHS believes that “Quality is everyone’s business, safety is my responsibility”**

- Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

## **8. Other Information**

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Graem Kelly  
Director - Primary Health Care Services

Date: ...../...../.....

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Agreed: Community Health Nurse

Date: ...../...../.....