

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: SENIOR LEADER – PAEDIATRIC SERVICES

<b>Award:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020
<b>Classification:</b>	Registered Nurse Grade 4B Community Health Nurse
<b>Site:</b>	This position is primarily based at our Kangaroo Flat site, however may be required to work from any BCHS site or outreach location as negotiated.
<b>Hours per fortnight:</b>	76 hours per fortnight (1 FTE) negotiable for part time or job share opportunities
<b>Tenure:</b>	Fixed Term – 12 months
<b>Position description developed:</b>	March 2021
<b>Responsible to:</b>	Executive Lead – Better Health

#### We want (Vision)

Better health and wellbeing across generations.

#### We exist (Mission)

To work hand in hand with our community to achieve healthier lives.

#### We strive for (Values)

- **Integrity**  
We are authentic and accountable, and we honour our obligations.
- **Respect**  
We build respectful relationships through trust, empathy and collaboration.
- **Inclusive**  
We recognise and promote accessible, safe and holistic supports and services as a basic human right.
- **Innovation**  
Through continuous learning, we ensure an agile, responsive and sustainable service.
- **Togetherness**  
We create a sense of connectedness, pride and support through enjoying our work and being passionate about making a difference.

Our pillars	Consumer and Community	Influence	Visible	Sustainable
The change we want to see	People in our community, especially those most in need, have improved health and wellbeing	We use evidence, data and the voice of our community to shape our supports and services	Our service is identified as a quality provider and our people are recognised as leaders	Our sustainability is based on a healthy culture, improved systems, outcomes and growth

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### **The Role of the Team**

The Better Health portfolio involves the planning and provision of medical, paediatrics, chronic Disease management, sexual and reproductive Health, refugee health nursing, workplace health, multi-disciplinary centre nurse, social support in Elmore, physiotherapy, dietetics and GP's in Schools.

The Paediatric Services team includes paediatricians, paediatric registrars, and other allied health professionals who work collaboratively to benefit vulnerable families. Many of the families present with complex issues that require holistic responses to enhance the outcomes for the child.

The primary focus of the paediatric team is to provide comprehensive, specialist and allied health and wellbeing services to children and their families. The team provides coordinated and holistic care and referral pathways internally and externally across a range of multidisciplinary services.

### **Position Role**

The Senior Leader of Paediatric Services will be an experienced Paediatric Registered Nurse that will provide oversight and co-ordination to Bendigo Community Health Services' (BCHS) Paediatrics Team. The Senior Leader of Paediatric Services will have responsibilities in collaboration with the paediatricians, the assessments and case management of paediatric clients and families, provide support to the paediatricians, business systems and processes necessary for the effective provision of BCHS' Paediatrics Services. The Senior Leader of the Paediatrics team will also be responsible for Paediatric Physiotherapy which offers community and NDIS Paediatric Physiotherapy services at BCHS. The role is pivotal in ensuring efficient and quality clinical care through BCHS' paediatric clinic and the broader health system.

### **Position Responsibilities**

The responsibilities of the position are:

- Undertake paediatric clinical health assessments and provide clinical proficiency in documenting in consumer files as designated to the role.
- Coordinate complex case management, including the main health issues and associated comorbidities of the consumer.
- Integrate the psychosocial, spiritual and cultural domains into assessment and care planning.
- Apply advanced paediatric clinical knowledge and critical thinking.
- Exhibit advanced levels of evidence-based decision making.
- Ensure all consumer files, audit tools and records, that meet professional and legal standards, are maintained in the required format in a timely manner.
- Provide consumer-centered, safe, equitable and timely nursing care.
- Provide in measured responsibility for autonomous and independent practice relevant to the individuals levels of competencies and scope of practice.
- Provide management oversight and skilled clinical assessment and interventions that improve outcomes for consumers, caregivers and families receiving service from Paediatric Services.
- Communicate in clear and concise language/documentation advanced assessments, findings on conditions/disease, and management options with consumer, caregiver, families, and relevant care providers.
- Be a lead clinical contact specific to the role of specialty as a Paediatrics.
- Manage and Supervise the Paediatric Physiotherapy team members and oversight NDIS contracts and communicate NDIS changes to the team.
- Ensure compliance with the Australian Commission on Safety and Quality in Healthcare.
- Identify clinical risk issues and areas for improvement in clinical outcomes.

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- Ensure self and clinical staff adherence to organisational standards and mandatory protocols particularly those related to:
  - Medication safety
  - Infection control
  - Risk management and
  - Occupational Health and Safety
- Co-ordinate day-to-day management of BCHS' Paediatric Services.
- Review, develop and implement paediatric clinic operational systems and processes to ensure efficient and effective provision of BCHS Paediatrics Services.
- Participate in Better Health program budget management, including budget preparation, monitoring and reporting.
- Provide effective management of BCHS Medicare Benefits Schedule (MBS) systems and processes, to support the efficiency and financial sustainability of Paediatric Services.
- Ensure monitoring and effective management of performance and financial targets across Paediatric Services.
- Ensure effective operational management of Best Practice and other relevant clinical practice software across the Paediatrics Services.
- Maintain data and program evaluation to meet BCHS funding and reporting obligations.
- Provide effective management of rosters, leave requests, timesheets and other resources required to ensure a successful provision of BCHS Paediatric Services.
- Provide effective management of paediatric clinical staff recruitment, induction and day to day issues.
- Manage the performance appraisal and development of staff of Paediatrics Services.
- Ensure paediatric clinical staff comply with relevant legislation, regulations and standards.
- Foster and promote an environment of participation and collaboration in service development and improvement within BCHS and in partnership with external agencies as required.
- Represent Paediatrics Services at internal and external meetings as required.
- Where required initiate, lead, support and/or manage projects relating to Paediatrics Services.
- Provide professional advice to support management in relation to service provision, operational and managerial matters.
- Manage and provide oversight to any BCHS clinical accreditation responsibilities.
- Participate in quality, safety and consumer experience related activities and the development of quality improvement processes and practices which impact on Paediatric Services.
- Other duties as directed.

### **Key Selection Criteria**

#### **Essential**

1. Current Registered Nursing (RN) registration with the Australian Health Practitioner Regulation Agency (AHPRA) and have experience in paediatrics, management of staff and service delivery.
2. The ability to provide comprehensive and coordinated assessment case management skills to support the paediatricians.
3. Demonstrated contemporary knowledge and competencies required in the Senior Leader - Paediatric Services role.

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4. Demonstrated ability to work as a member of a multidisciplinary team with highly developed communication skills.
5. The ability to provide sensitive practice in response to consumer diversity.
6. A current Victorian driver's license.
7. A current working with children check, police check and NDIS Worker Screening check.

### **Desirable**

1. Minimum of three years' clinical experience in specialist Nursing care.
2. Excellent written and verbal communication.
3. Excellent skills in negotiation.
4. Ability to work effectively in stressful situations.
5. Ability to manage conflict effectively.
6. Excellent time management and organisational skills.
7. Experience in advising, supporting, and educating other team members, service providers and the community to understand the concepts and practice of the NP's specialty care.
8. Ability to work collaboratively and effectively with staff in BCHS and across a range of health services, organisational levels and clinical settings.
9. Capacity for identifying the need for peer or professional support; and
10. Capacity for reflective practice.

### **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 with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

### **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 Branch and Team Plans and the following Performance Indicators.

### **Position Performance:**

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide service delivery according to expected professional standards of best practice in clinical skills, always meet defined targets and deliver excellent customer relations.
- Demonstrate positive outcomes for consumers/staff through your intervention.
- Demonstrate high level skills in all forms of communication and in administrative functions pertinent to the role.
- Work within a team environment and offer suggestions for where improvements may be appropriate for improved outcomes of service for BCHS consumers.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with BCHS privacy and confidentiality procedures.

### **Communication and Team Work:**

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers

- 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.

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### 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.
- Demonstrate understanding and behaviour to reflect BCHS' values.

### Administration and 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.

### 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.

### Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

### 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 to reach their individual potential.

### Other Essential Requirements

#### Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

### BCHS believes that ***"Quality is everyone's business, safety is my responsibility"***

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

### Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS has a commitment to environmental sustainability.