

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: COMMUNITY HEALTH NURSE – SEXUAL AND REPRODUCTIVE HEALTH

Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Classification:	Registered Nurse Grade 3B Community Health Nurse or Enrolled Nurse
Site:	The position will be based out of our Central site but may be required to work across all BCHS sites or in the community as negotiated
Hours per fortnight:	Casual
Tenure:	Casual
Position description developed:	March 2023
Responsible to:	Senior Leader – Medical Practice

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

The Role of the Team

BENDIGO COMMUNITY HEALTH SERVICES

The Better Health portfolio involves the planning and provision of medical, paediatrics, chronic disease management, sexual and reproductive health, workplace health, multi-disciplinary complex nursing, social support in Elmore, physiotherapy, dietetics, and doctor's in secondary school's program.

The Better Health division works together to provide the community with accessible healthcare and seeks to optimise health outcomes for all patients.

The sexual and reproductive health team provide an integrated community based multidisciplinary health service which includes a strong focus on women's and men's sexual and reproductive health. They also demonstrate a strong focus on health promotion and the social model of health and a commitment to equity and access.

Position Role

This position will provide clinical nursing services within the Bendigo Community Health Services (BCHS) sexual and reproductive health hub. Responsibilities include but not limited to; coordination of care within the sexual and reproductive health hub (assisting with booking appointments, providing advice and other clinical results and referral follow up as required), cervical screenings, assist the general practitioners with Intrauterine devices (IUD's) and medical terminations of pregnancy (MTOP's).

Position Responsibilities

The responsibilities of the position are:

- Provide clinical nursing services within the sexual and reproductive health service.
- Assist the general practitioner with IUDs and MTOP's.
- Follow up results and provide advice within scope of practice.
- Contraception advice (can include IUD, Implanon etc.)
- Nursing responsibilities to adhere to strive for 5 cold chain management guidelines and infection and prevention and control procedures.
- Use software reporting platforms for quality improvement.
- Assist with vaccination clinics as required.
- Maintaining record keeping and data entries for target reporting.
- Maintaining professional and confidential documentation of health records.
- Meeting RACGP accreditation requirements.
 - Liaise with other key organisations, networks and working groups as required and determined to be appropriate.
 - Assist the organisation with data collection and research initiatives as required.
 - Other duties as directed.

Key Selection Criteria

Essential

1. Current nursing registration with the Australian Health Practitioner Regulation Agency (AHPRA).
2. The ability to provide comprehensive and coordinated nursing services in a general practice setting.
3. Demonstrated contemporary knowledge and skills in sexual and reproductive health according to qualification competencies.
4. Demonstrated ability to work as a member of multidisciplinary team with highly developed communication skills.
5. The ability to provide sensitive practice in response to consumer diversity.
6. A Current Victorian Driver License.

Desirable

1. The ability to build and develop positive relationships with both internal and external consumers.
2. Intermediate to high level skills in Microsoft Office programs.

BENDIGO COMMUNITY HEALTH SERVICES

3. The ability to confidentially maintain accurate records in accordance with BCHS procedures.

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, meet defined targets and always deliver excellent customer relations.
- Demonstrate positive outcomes for consumers/staff through your intervention.
- Show evidence of an integrated service delivery approach for consumers.
- 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.

Communication and Teamwork:

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.

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.

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.

BENDIGO COMMUNITY HEALTH SERVICES

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and teamwork 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; participates in 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

- Salary Packaging is available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS has a commitment to environmental sustainability.