

# Position Description



General Information	
<b>Position title</b>	Nurse Practitioner – Aged Care
<b>Enterprise Agreement / Modern Award</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024
<b>Classification</b>	As Per Enterprise Agreement
<b>Status</b>	As per Contract of Employment
<b>Qualifications</b>	Current registration with AHPRA
<b>Primary Location</b>	Warrnambool – This position may be required to work across organisational areas and locations dependent on operational requirements.
<b>Reports to</b>	Associate Director of Clinical Services
<b>Direct Reports</b>	NIL
<b>Key Internal Contacts</b>	All Lyndoch staff, consumers (residents), families
<b>Key External Contacts</b>	Members of the Public, Contractors, Suppliers, Health Professionals and Government Departments
<b>Infection Control Risk</b>	Category B - Indirect patient contact
Lyndoch Living Vision	
By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.	
Our Values	
Our Values represent how we conduct ourselves to support a positive workplace culture and achieve our strategic direction. Our Values are Respect, Care, Trust, Safety and Inclusion.	
Position Overview	
Working collaboratively and in partnership with the Lyndoch Living Residential Aged Care service team and admitting General Practitioners, the Nurse Practitioner;	
<ul style="list-style-type: none"> <li>• Provides advanced clinical assessment &amp; intervention to residents within a specific scope of practice</li> <li>• Ensures the provision of high quality comprehensive, centred care to residents within the organisation and provide consultation to the community</li> </ul>	

Key Responsibilities and Key Performance Indicators (KPIs)	
Key Responsibilities	Key Performance Indicators (KPIs)
<p><u>Provide excellence in consumer/customer care</u></p> <ul style="list-style-type: none"> <li>➤ Comprehensive clinical assessment &amp; chronic disease management care planning</li> <li>➤ Provide Patient education</li> <li>➤ Conduct preventive/ screening procedures</li> <li>➤ Provide advanced and autonomous expert care to residents within own scope of practice in accordance with Nurse Practitioner legislation and functions by;                             <ul style="list-style-type: none"> <li>- Prescribing medications</li> <li>- Immunisation administration</li> <li>- Provide oversight &amp; consultancy on restrictive practices management</li> <li>- Pain management</li> <li>- Palliative care including advanced care planning</li> <li>- Ordering &amp; analysing pathology and radiology investigations</li> <li>- Undertaking patient care on referral from other health professionals</li> <li>- Escalate care to the admitting general practitioners where indicated</li> <li>- Care to policy and procedure</li> <li>- Responding to clinical deterioration</li> <li>- Restrictive Practice</li> <li>- Refer to specialist care, allied health care where indicated</li> </ul> </li> </ul>	<p>100% of referrals are actioned and followed within 7 days</p> <p>5% Reduction of Transfers to Hospital</p> <p>100% of behaviour support plans current</p> <p>100% compliance with psychotropic registers</p>
<p><u>Ensure compliance with all relevant standards and legislation</u></p> <ul style="list-style-type: none"> <li>➤ Record and maintain accurate, adequate and relevant patient records in line with Aged Care Quality &amp; Safety accreditation standards</li> <li>➤ Maintain patient summary uploads to My Health Record (MYHR) as required</li> <li>➤ Provide management of long term conditions in line with national guidelines and pathways</li> </ul>	<p>100% documentation completed and submitted to relevant body</p> <p>Maintain current AHPRA registration</p>

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<u>Quality Improvement and Risk Management</u> <ul style="list-style-type: none"> <li>➤ In collaboration with the Workforce Development team play a key role in research, workforce professional development and service planning</li> <li>➤ Attend meetings as a part of the Medications Advisory Committee, Clinical Risk Committee and Infection Prevention Control Committee</li> <li>➤ Provide input in purchasing relevant clinical equipment and supplies</li> </ul>		100% compliance with Infection Control processes  100% of Incident Reports (Riskman) completed within 48 hours
<u>Actively participate in professional development in order to deliver best practice</u> <ul style="list-style-type: none"> <li>➤ Provide ongoing training to staff, residents and their families in managing resident care</li> <li>➤ Complete annual education modules allocated by the organisation</li> <li>➤ Participate, as directed, in the employee Support and Growth Plan</li> <li>➤ Maintenance of and attend training in the use of clinical equipment</li> </ul>		100% of education modules completed annually  100% participation in Performance Review Program
<u>Occupational Health &amp; Safety</u> <ul style="list-style-type: none"> <li>➤ Follow Lyndoch Living's Health and safety policies, procedure, workplace instructions and conduct of conduct</li> <li>➤ Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions, whilst at work</li> <li>➤ Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch Living to comply with the requirements to provide a workplace that is safe and without risks to health</li> <li>➤ Correctly wear and maintain items of personal protective clothing and equipment that are provided</li> <li>➤ Immediately report any incidents within the workplace to your Manager/Supervision</li> <li>➤ Be familiar with and follow emergency procedures and directions</li> <li>➤ Participate in health and safety training programs as required</li> </ul>		Zero workplace injuries  100% compliance with PPE requirements
<u>Organisational Values</u> <ul style="list-style-type: none"> <li>➤ All employees are expected to work in accordance with the organisational Values (Respect, Care, Trust, Safety, Inclusion)</li> <li>➤ Contribute to creating a culture that values the contributions of employees, consumers and other stakeholders</li> <li>➤ Role model the organisational Values</li> </ul>		Resident satisfaction survey results  Employee Engagement Survey Results
Key Selection Criteria		
Qualifications	<ul style="list-style-type: none"> <li>➤ Current registration with the Australian Health Practitioner Regulation Agency (APHRA) as a Registered Nurse with a Nurse Practitioner endorsement</li> </ul>	Essential
Previous experience	<ul style="list-style-type: none"> <li>➤ Advanced clinical experience in the assessment and treatment of illness, injury and health promotion relevant to aged care and within individual scope of practice</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Demonstrated extensive professional and/or leadership experience</li> </ul>	Essential

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Skills and knowledge	➤ Demonstrated clinical problem-solving skills including conceptual and analytical ability	Essential
	➤ Advanced interpersonal, communication and negotiation skills (written and verbal)	Essential
	➤ Knowledge, understanding and experience of research findings to support evidence-based practice	Essential
	➤ Experience in quality improvement, its practical application in meeting residents' needs and its relationship to strategic development	Essential
	➤ Sound knowledge of relevant legislation and health regulatory acts	Essential
	➤ Professional indemnity, according to the Professional indemnity insurance arrangements registration standard	Essential
	➤ Commitment to continuing professional development to maintain competence and practice in accordance with national competency standards for the Nurse Practitioner as directed by the Nursing and Midwifery Board of Australia (NMBA)	Essential
	➤ Demonstrated knowledge/experience with Microsoft Applications and intermediate computer literacy	Essential

## Agreement

This position description is designed to reflect the inherent requirements and expectations of this position. The information and statements in this position description are intended to reflect a general overview of the responsibilities and not to be interpreted as being all-inclusive. Appointment to this position is conditional upon the successful candidate being fully able to perform the inherent requirements of this position.

Section 41 of the *Workplace Injury Rehabilitation and Compensation Act* (as amended), requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of, which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

In relation to workers compensation, I understand that I may be ineligible to apply for WorkCover for any, reoccurrence, exacerbation, deterioration or aggravation to a pre-existing injury or disease.

I acknowledge that failure to disclose the information or provide false and misleading information may dis-entitle me to compensation, pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* (WorkCover) should I suffer any reoccurrence, aggravation, acerbation, exacerbation or deterioration of a pre-existing injury, illness or disease arising from employment with Lyndoch Living.

I have read and understood the requirements and expectations outlined in this Position Description. I agree I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the requirements and expectations of this position.

Name (Please print):

Signature:

Date:

## Authorisation

Authorised by (position title): Acting Director of Nursing

Review and authorisation date: October 2023