

<b>Position Description</b>	Multifunction Registered Nurse – Client Transport, Immunisation, In-home Care		
<b>Version:</b>	1		
<b>Person Responsible:</b>	Chief Executive Officer		
<b>Date Prepared:</b> 1/09/2020	<b>Board/CEO Approval:</b> 17 Sept 2020	<b>Revision Date:</b>	<b>Updated:</b>

This position description outlines the requirements for AHPRA registered nurses to provide in-home care, supported client transport and immunisation services as employees of Clever Care Now (CCN). This position description applies to all CCN Registered Nurses from September 2020

### Key Attributes

- Adaptability and flexibility in approach
- A strong customer service approach
- Excellent IT skills including use of, or ability to utilise Apps, Databases, Microsoft Office Suite and client information systems (including Alayacare)

### Key Responsibilities

#### In general:

Maintain open and effective communication with staff, members of the health team, clients and their relatives

Liaise with all relevant personnel and clients to coordinate timely and best practice service delivery

Provide supportive and quality nursing care to clients in accordance with the setting

Participate in clinical review, process improvement and monitoring of client services

Be familiar with, and implement the Anaphylaxis/Emergency Plans and other organisational policies

Ensure all current infection control, sharp waste and universal precautions

Support adherence to Privacy, Dignity, Immunisation and Record Management Policies including Confidential record keeping, Cyber-security, Incident and risk reporting

#### Immunisation specific skills:

Conduct immunisation sessions in accordance with CCN's immunisation services and in compliance with relevant state Department of Health recommendations and the National Health and the Medical Research Council's Australian Immunisation Handbook

[www.immunisationhandbook.health.gov.au](http://www.immunisationhandbook.health.gov.au)

Maintain and provide clients with relevant records of immunisation/vaccinations. Ensure state-based requirements for documentation/record keeping are maintained. Update CCN's Immunisation Register and provide copies/reports as required

Maintain adequate supplies of vaccine, ensure cold chain and other requirements are met in accordance with the National Vaccine Storage guidelines

### **Transport specific requirements:**

Assess plan and book clients suitable for transport, including behavioural and bariatric suitability

- Patients weighing 100kgs or over are to be considered bariatric
- CCN transport service clients who are greater than 100kgs require two staff assist

### **In-home care requirements:**

Maintain familiarity with the Aged Care Standards as they apply to the in-home setting

Coordinate and promote a multidisciplinary collaborative service delivery approach based on a person-centred care principles

Assessment of health status, identifying and working with the team to implement creative solutions that meet client needs, preparation, monitoring and review of care plans and provision of clinical services in accordance with contemporary practice with the client as the centre of everything we do

Provide high level in-home nursing care to people with disabilities and the frail aged using the principles of respect, dignity and person-centred care

Supervision of junior staff

### **Essential Criteria**

- Current registration with Australia Practitioner Regulation Agency (AHPRA)
- Hold or willing to obtain a current NSW Immunisation Certificate or updated certificate
- Current driver's licence (category C) - unrestricted – with a safe driving record – be prepared to undertake defensive driving course
- Preparedness to drive (or learn to drive) a passenger transport van
- Current Basic Life Support Certificate of Attendance
- Hold or willing to obtain First Aid Certificate (required every 2 years)
- Compliance with National Criminal History Check

### **Work Experience and Skills**

- Demonstrated ability to deliver and handover clinical nursing services across the multi-disciplinary team without supervision
- Demonstrated experience in the management of client records
- Demonstrated high level of communication skills
- Awareness of, and adherence to 'No Lift' principles
- Demonstrated awareness of anaphylaxis to a vaccine
- Demonstrated awareness of contact allergies e.g. latex

### **Direct report to the Program Manager (or equivalent)**

**Relevant Standards**

Aged Care Quality Standards 2019, Standard 3: Personal Care and Clinical Care Requirement 3.3 (b), g (i)

Aged Care Quality Standards 2019, Standard 8: Organisational Governance Requirement 8.3d (i), e (i)

National Disability Service Standards 2018, Standard 6: Service Management, Requirement (1, 2)

**Related Policies**

Infection Control

Privacy

Risk Management

**Related Documents/Forms**

Immunisation Procedure

**References**

Aged Care Act and Royal Commission findings

NSW Health Immunisation Programs 2018, Accessed from

<https://www.health.nsw.gov.au/immunisation/pages/default.aspx> on the 18/05/2020

Discussion Paper Australian College of Nursing 2019, Nurses, Immunisation and Health

**Board/CEO Approval**

**Chairperson/ CEO Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Board Meeting/CEO Approval Date:** \_\_\_\_\_

REVISION AND APPROVAL HISTORY		
Version/Date	Approved by	Next Review Due
V1- 18/05/2020	CEO-	May 2022