

Position Description			
Name		Date	
Position Title	<b>Clinical Lead – Nursing Services</b>		
Department	<b>Rural Health Team</b>		
EBA / Award	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024		
Classification	Classification Grade 4B – Community Health FTE 0.3 (22.8 hours/fortnight) Ongoing Initial 6-month probationary review and then annual performance appraisal.		
Primary Site	Wangaratta with occasional travel to other sites as required		
Reporting to	Rural Health Team Program Manager		
Direct Reports	<ul style="list-style-type: none"> <li>• District Nursing Team</li> <li>• Continence Nursing Team</li> </ul>		
Budgetary Responsibilities	Nil		
Liaises with Internally	GH staff, including Quality, Risk/Compliance and People Working Well roles <ul style="list-style-type: none"> <li>• Program Manager Rural Health Team</li> <li>• General Manager, Client Care</li> <li>• Allied Health Clinical Leads</li> <li>• Team members of the Rural Health Team</li> <li>• General Practitioners</li> </ul>		
Liaises with Externally	This position may be expected to liaise with, though not limited to the following; <ul style="list-style-type: none"> <li>• Department of Health and Department of Fairness, Families and Housing Local Government staff and representatives.</li> <li>• Community service organisations</li> <li>• Health services and disability providers in the region</li> <li>• Other Not for Profit Organisations.</li> <li>• Universities /Tertiary education sector</li> <li>• Relevant peak bodies</li> </ul>		
Program Information	This position is part of the Rural Health Team. The Rural Health Team is a multidisciplinary team delivering Allied Health and Nursing services. Our target population is typically older adults (65+), people with disabilities and people with chronic conditions impacting on their daily function. Our services are delivered in peoples' homes, communities or are clinic based. We use a mixture of individual and group service delivery models and have a focus on wellness and reablement.		
Purpose of the role	The Nursing Services Clinical Lead is responsible for providing leadership to the Nursing Services within the Rural Health Team. The Nursing Clinical Lead reports directly to the Program Manager Rural Health Team. They hold the key responsibilities of ensuring effective and high quality clinical supervision occurs within Nursing Services and for developing a professional development plan to meet the needs of their team. Gateway Health and the community. They will ensure the Rural Health Team Nursing Services provides best practice, evidence based care and meets quality and risk standards. <p>In conjunction with the Program Manager Rural Health Team they will :</p> <ul style="list-style-type: none"> <li>• Monitor activity requirements for Nursing Services within the Rural Health Team</li> </ul>		

	<ul style="list-style-type: none"> <li>• Provide strategic direction for Nursing Services and the Rural Health Team more broadly to meet activity and budget requirements as well as the needs of Gateway Health and the community</li> <li>• Complete performance appraisals for Rural Health Team Nursing Services</li> <li>• Recruit to Rural Health Team Nursing Services</li> </ul>
<p><b>About Gateway Health</b></p>	<p>Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).</p> <p><b>Vision:</b> People Living Well</p> <p><b>Our Purpose:</b> To provide care and services that connect the community and strengthened individual and population health and wellbeing</p> <p><b>Our Values:</b> Values reflect the way we interact, connect and work with every client, with partners, with volunteers and with one another. Principles shape the way we plan and design our services and business systems. Together they underpin organisational culture, strategy and the way we deliver our services. We CARE – We ACHIEVE – We LEARN – We WORK TOGETHER – We INNOVATE</p> <p><b>Our Principles:</b></p> <p><i>We <b>advocate for</b> fair and equitable access to health care and wellbeing services for all.</i></p> <p><i>We <b>respect</b> the strength of individuals and the community, and their capacity to recover from adversity.</i></p> <p><i>We <b>recognize</b> the importance of adaptability and responsiveness to enable us to deliver on our commitment to the community.</i></p> <p><i>We <b>actively listen</b> and work alongside the community and each other to design and deliver better solutions.</i></p> <p><i>We <b>believe</b> a learning culture is critical to enhancing the wellbeing of staff, clients and the community.</i></p> <p><i>We <b>contribute to creation of</b> a connected and integrated health and community care system to achieve the best outcomes for our clients and community.</i></p> <p>Gateway Health strives for an achievement culture that encourages innovation and initiative. We build and foster strengths-based programs that focus on support and recovery. Our staff are our greatest asset.</p> <p>The organisation employs over 380 staff providing a range of primary health and welfare services across the Ovens Murray region in North East Victoria and parts of Southern New South Wales. Gateway Health serves all people, and is committed to improving individual and population health outcomes. We will do this by providing health care and support to individuals and communities in times of need, and by actively working with our partners to address the social and environmental determinants of health. They are delivered through a mix of centre-based services in Wodonga, Wangaratta and Myrtleford, and outreach services to rural communities across the region.</p> <p>Gateway Health is committed to creating a workforce that reflects the communities we serve. We believe that a workforce that recognises and celebrates diversity will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.</p> <p><b>Review of Position Descriptions:</b> This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.</p>

<b>Code of Conduct</b>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> <li>• Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures</li> <li>• Maintain a high professional standard and work with integrity</li> <li>• Develop collaborative working relationships</li> <li>• Communicate with respect and tolerance</li> <li>• Maintain a client focus</li> <li>• Adopt a Continuous Improvement approach</li> <li>• Work within legislative and compliance framework.</li> </ul>
<b>Key Responsibilities and Accountabilities</b>	
<p style="text-align: center;"><b>Role Specific</b></p>	
<ul style="list-style-type: none"> <li>• Role model high standards of professional practice and conduct in client service delivery, working in partnership with colleagues and agencies.</li> <li>• Funding and Service Agreements Targets are met to ensure clients are exited from the program appropriately and timely.</li> <li>• Coordinate and ensure Nursing Services within the Rural Health Team are evidence-informed and in line with professional and funding requirements and are of the highest quality.</li> <li>• Coordinate and ensure high-quality clinical documentation within agreed time frames and in accordance with GH and relevant professional body policies and procedures for the Nursing services.</li> <li>• Coordinate and ensure all program and service specific administrative tasks are completed within the required time frames.</li> <li>• Coordinate and ensure nursing staff enter data into designated service databases</li> <li>• Coordinate and ensure databases are kept up to date at all times by the nursing staff</li> <li>• Coordinate and ensure timely and accurate commencement and maintenance of client records, financial and statistical data and any other information per organisational policy</li> <li>• Lead and participation in and facilitation of regular performance reviews and appraisals within the team</li> <li>• Competently use all relevant organisational databases – including but not limited to VHIMS, RelainSys, clinical software, financial software</li> <li>• Active participation in Professional Development</li> <li>• Coordinate and facilitate access to appropriate and timely clinical supervision for Rural Health Team Nursing Services</li> <li>• Completion of Mandatory training by all team member</li> </ul>	
<p style="text-align: center;"><b>Financial Management</b></p>	
<ul style="list-style-type: none"> <li>• Coordinate processes within the team to ensure data entered and invoices raised (where appropriate) are processed within funding / program deadlines</li> <li>• Provide a deep understanding and level of knowledge regarding funding models and targets that are relevant to nursing services within the Rural Health Team</li> <li>• In liaison with the Rural Health Team Program Manager <ul style="list-style-type: none"> <li>• Monitor activity targets for Nursing Services</li> <li>• Develop strategies to reach activity targets</li> <li>• Consult with Manager in relation to financial and budgetary planning specific to nursing services, including workforce planning</li> </ul> </li> </ul>	
<p style="text-align: center;"><b>People</b></p>	
<ul style="list-style-type: none"> <li>• Develop and maintain professional relationships with internal and external stakeholders.</li> <li>• Actively contribute and provide professional advice for the organisation where required</li> <li>• Actively contribute to the Rural Health Team Clinical Lead Council and provide Nurse Leadership and professional advice to this group as required</li> <li>• Contribute to productive and positive team meetings.</li> <li>• Willingness to engage in a flexible work model</li> <li>• Positively contribute to the culture and spirit of the Rural Health Team and work environment and to GH.</li> <li>• Your behaviour is congruent with organisational values, behaviours and goals</li> </ul>	

- Develop and maintain policy, procedures and systems within the nursing program
- Positively embrace and adopt change as it occurs.
- Ensure regular Rural Health Team Nursing Services meetings
- Ensure all team members are updated and included in key messaging from Clinical Lead meetings

#### **Technical Skills / Industry Knowledge**

- Provide and facilitate regular, high quality clinical supervision and professional support to the nursing staff within your team
- Identify team capabilities and establish a professional development plan to meet the needs of the service
- Establish, coordinate, supervise and take responsibility for student placements within Rural Health Team nursing services
- Ensure all members of Rural Health Team Nursing Services actively participate in quality activities and ensure completion within a timely manner and to a high standard.
- Actively participate in quality and safety activities such as clinical risk management, clinical indicator use and benchmarking.
- Actively lead and coordinate the development and continuous review of policies and procedures, underpinned by best available evidence.
- Contribute to compliance with National Standards and accreditation for Gateway Health as required.
- Evaluate service provision and review, update and improve services based on customer feedback, data analysis and available evidence.
- Maintain a proactive approach to the identification, management and reduction of risk
- Comply with minimal funding requirements
- Complete annual renewal of registration to practice with AHPRA

#### **Generic Organisational Responsibilities**

- As outlined in the Code of Conduct ensure all interactions are undertaken in accordance with the behaviours set
- Maintain privacy and confidentiality at all times
- Ensure an understanding of individual responsibility for safety, quality and risk and adhere to all relevant legislation, regulations and organisational policies, procedures and guidelines.
- Working within the Risk Management Framework, identify, report and manage risks and ensure actions are taken to prevent and minimise harm to yourself, your colleagues, consumers, members of the public and the organisation.
- Actively contribute to quality assurance initiatives and other program activities to meet all relevant benchmarking and accreditation standards.
- Contribute to organisational quality activities to ensure continual review and improvement.
- Contribute to a safe and welcoming workplace at all times.
- Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings
- Protect the rights, safety and wellbeing of children and provide a child safe environment.
- To continually develop both personally and professional to meet the changing needs of your position, career and organisation.

## Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers or members of the public
- Work at and travel to other locations will be required

## Key Selection Criteria

*Applicants MUST address the Selection Criteria below when completing an employment application*

### Essential

1. Ability to behave in accordance to the Gateway Health Values of *We Care, We work together, We achieve, We learn, We innovate.*
2. Current registration as a Registered Nurse with current registration with (AHPRA) Australian Health Practitioner Regulation Agency
3. Post graduate qualifications Nursing or administration
4. Experience working in Community Health
5. Demonstrated advanced knowledge, skills and significant experience in Nursing
6. Demonstrated skills in the evaluation and implementation of evidence based practice
7. Demonstrated strong leadership skills
8. Demonstrated commitment to ongoing professional development and education
9. Demonstrated a strong belief and commitment of the client focused approach to service provision
10. Demonstrated commitment to ongoing professional development and education
11. Experience in supervision of staff and students
12. Strong organisational skills, with the ability to prioritise demands, escalate where required, and deliver on multiple deadlines and juggle competing priorities
13. Demonstrated ability in IT systems including Microsoft Office (Outlook, Word/typing skills) and client information management systems.
14. Demonstrated use of high level written, verbal and interpersonal communication skills to build and maintain effective relationships with internal and external stakeholders.

### Mandatory Requirements

15. Current Australian Drivers Licence or accepted International Drivers licence
16. Confirmation of your right to work in Australia, Satisfactory National/International Police, National Disability Inclusion Scheme Worker Check and Victorian Working with Children Checks must be provided prior to commencement.
17. Evidence of COVID Vaccination or Contraindication must be provided prior to commencement.

I acknowledge:

- That I will recognise and celebrate diversity, and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health is an equal opportunity employer and has a smoke free workplace policy.
- That Gateway Health has a zero tolerance of child abuse and family violence, all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure and family Violence Policy.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

**Accepted by**  
(print name):

\_\_\_\_\_

**Employee Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_