
Position Description

Title	Neonatal Transport Nurse
Department	Newborn Emergency Transport Service (NETS)
Classification	YU11/12 (Grade 3B)
Agreement	Nurses (Victorian Public Health Sector)
Responsible to	Team Leader (NETS/PERS) Director (Nursing)

Newborn Emergency Transport Service (NETS)

NETS Mission

The mission of the Newborn Emergency Transport Service is to provide safe transportation of sick newborn infants as well as continuing education programs in perinatal care to the staff of suburban and country hospitals.

NETS provides advice to medical practitioners, nurses, and para-medical personnel regarding aspects of stabilisation and transport of sick newborn infants and acts as a resource for advice on organisation of facilities for newborn care.

NETS Clinical Guidelines and Policy and Procedures are evidenced based, for the infant care provided within an environment of innovation, education and advocacy. The contributions of our employees, consumers, diverse communities and other agencies that share our goals are fundamental to our success. Our resources are committed to health services that are ethically, socially and financially responsible.

Strategic directions

Within the Victorian health care system, the role of NETS is to improve health outcomes for newborn babies by:

- Emergency and non-emergency transfer operations, including perinatal coordination and maintenance of a NICU bed bureau for the State,
- NETS Education provides statewide education,
- Collaboration with key stakeholders in the planning and implementation of strategies to improve neonatal services in Victoria. This includes the provision of clinical guidelines and specific information on stabilization management prior to arrival of the transport team.
- Providing information, resources and advocacy for newborn babies.

Organisational Accountabilities

Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Infection Control, Equal Employment Opportunity and Confidentiality.

Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions.

Statutory Responsibilities

Occupational Health and Safety Act 2004

Drugs, Poisons and Controlled Substances Regulations 1985

Freedom of Information Act 1982

Organisational Relationships

The Neonatal Transport Nurse will establish and maintain effective communication and working relationships with:

Internal relationships

NETS Director of Nursing/NETS Team Leader/NETS Medical Directors and Consultant/ Clinical Nursing and Medical staff/PERS Directors/NETS Education/PERS Education/Maternity Education

External relationships

Government departments/Other Health providers/Ambulance Victoria/Private Ambulance Contractors/PETS/ Level 1,2 and 3 Hospitals/ Other interstate transport providers

Key Result Areas

Major Activities

Clinical Practice

- Coordinating calls with NETS or PERS consultants and the receiving hospital consultant to triage and determine potential neonatal or obstetric transport requirements
- Coordinating the mode of transport, personnel and equipment to ensure an efficient running of the transfer
- Participating in neonatal retrievals by road, fixed wing and rotary wing throughout Victoria and occasionally interstate or overseas retrievals
- Assessing, stabilising and evaluating the patient's clinical status at the referring hospital, during transport and prior to admission to a tertiary centre or destination facility
- Acting as a patient advocate throughout the retrieval process
- Maintaining written documentation and computerised records pertaining to co-ordination and retrieval
- Ensuring clinical skills are kept up to date and that professional development of self is maintained
- Identifying areas of weakness and introducing goals to improve these areas
- Participate in back (return) transfers as required by the service

Equipment

- Checking all transport equipment is functional and available
- Having a sound understanding of how all equipment functions, and is able to troubleshoot, if required
- Cleaning and restocking equipment at the completion of a retrieval
- Maintaining retrieval equipment in an optimal condition, in collaboration with Department of Biomedical engineering
- Communicating any problems regarding equipment as soon as possible to the Biomedical engineer as well as completing the appropriate documentation that clearly identifies the problem
- Evaluate and assist in the implementation of any new equipment
- Assisting in the maintenance of adequate supplies of requisitioned items (stores, pharmacy, linen, etc) for the service
- Ensure annual equipment competencies are completed
- Non clinical duties fundamental to the role of the transport nurse, as directed by the Team Leader and/or Nursing Director

Education

- Participation in the orientation of new staff through assessment, guidance and mentorship
- Undertake opportunities for self improvement in clinical skills by actively participating in forums, in-services, conferences, seminars etc
- Monitor ongoing progress of self, through annual (or as required) performance reviews, and maintaining a Professional Development record in conjunction with the Team Leader, Director of Nursing or delegate
- Participate in the ongoing education of non NETS staff to promote an understanding of the diverse roles within retrieval medicine
- Attend and/or participating in case conferences, external reviews and other educational forums as required by NETS management
- Attending and/or participating in optional educational in-services and rounds on a regular basis
- Ensure attendance at annual mandatory educational sessions (eg. emergency procedures, neonatal/adult resuscitation, etc) and ensure annual Hospital required competencies are completed
- Attend and update aero-medical safety briefings as required
- Participate in non formal teaching of the critically ill neonatal patient at appropriate levels to referral staff and/or peers
- Assist in outreach education sessions as requested by NETS Education and management

Research

- Participate in the ongoing development and review of NETS policies and procedures, using evidence based principles
- Participate in research projects prompted by quality assurance outcomes, regarding nursing practice and team standards
- Remain informed of current nursing research by literature reviews
- Participate in Nurse lead research projects to improve clinical/transport practice and present findings
- Assist in the collection of data for collaborative research

Quality Assurance

- Have an understanding of Quality assurance and assisting in this process by:
- Completing all documentation for retrievals and entering the data appropriately
- Providing quality improvement documentation when required
- Evaluating, documentation and reporting delays in transport mobilization to appropriate personnel
- Documenting difficulties encountered during retrievals
- Introducing problem solving strategies when difficulties occur whilst maintaining safe operating procedures
- Participate in case reviews
- Prepare and present specific case presentations when requested
- Contributes to the production of an annual report and business plan based on NETS service activities
- Participating and developing in an assigned portfolio/s and provides reports to document progress
- Utilises and promotes use of Information Technology within the department

Professional Practice

- Maintain current Victorian nurses registration
- Comply with the professional code of ethics for nurses (Public Sector Code of Conduct 2003)
- Demonstrate professionalism when working/representing NETS in all associations with other hospitals, facilities their consumers and staff and members of the general public
- Maintains an effective communication and working relationship with all key providers of services for NETS (Ambulance Victoria, Private contractors etc)
- Promotes NETS through public awareness campaigns
- Assuming responsibilities for self education and awareness of advances in neonatal care and technology
- Actively participates on committees as directed by the Team Leader

- Maintaining membership of relevant professional organizations and produces evidence of the same annually to the Team Leader
- Acts as a professional role model
- Undertakes opportunities for succession in senior positions at NETS when the opportunity arises
- Fosters an environment that is conducive to effective communication and complementary working relationships, working with peers, and other health professionals
- Demonstrates the ability to work as a team with all members involved with the transport process
- Assumes responsibility for working scheduled hours of duty, on-call and overtime, as necessitated by the service demands, including accurate records of hours worked eg, recording of overtime, time in lieu etc
- Acknowledges that flexibility in regard to rostering and covering roster is due to the experience required for transport personnel
- Maintains accountability for own productivity and performance when rostered on duty

Key Selection Criteria

Experience/Qualifications

Registered Nurse in the State of Victoria

Relevant post-graduate qualifications in Neonatal Intensive Care or Paediatric Intensive care

Relevant and extensive clinical experience in Neonatal Intensive Care Nursing/Paediatric Intensive Care

Developing Leadership Skills

Midwifery (desirable but not essential)

Attributes

The Neonatal Transport Nurse requires:

Well-developed interpersonal skills

An ability to balance sometimes competing and conflicting priorities

Effective time management and prioritising skills

Professional demeanour

Computer skills

Conditions & Salary

The conditions of employment are in accordance with the Nurses (Victorian Public Health Sector) Multiple Business Agreement 2008-2011 or any subsequent EBA.

Employee Name

Employee Signature

Date:

Manager Name

Manager Signature

Date:

Developed Date: **May, 2009**

Updated by: **Fay Presbury, Director (Nursing)**

Date of next Review: **May 2010**
