

Position Description

Position title	<i>Nurse Coordinator- Intake, Hospital in the Home</i>		
Department / Division	<i>Wallaby Ward</i>		
Classification	<i>4A YW15</i>	Employment Status	<i>Full Time & Fixed-Term</i>
Position reports to	<i>Wallaby Nurse Unit Manager</i>		
No. of direct & indirect reports	<i>(eg. FTE 12 or N/A)</i>		
Location	<i>The Royal Children's Hospital, Flemington Road, Parkville</i>		

The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is to be a great children's hospital – delivering Great Care, Everywhere.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE PURPOSE

The Nurse Coordinator, Intake within Wallaby Ward is a key member of the nursing leadership team.

Reporting directly to the NUM the role will utilise and share specialist knowledge, skills and the essence of nursing to improve access, flow and the transfer of patients from inpatient wards, outpatient departments and the emergency department to Wallaby Ward. The Nurse Co-ordinator, Intake will coordinate transfer, provide education to patients and their families, ward nurses and members of the multidisciplinary team on organisational process which facilitates the delivery of timely, clinically appropriate treatment to ensure achievement of agreed discharge planning dates. The role will engage and empower nurses to act on the agreed discharge plans.

As a leader of nursing practice in the ward the Nurse Coordinator will initiate and facilitate quality activities and improvement processes, engage in research utilisation and contribute to RCH Procedure and Clinical Guideline Development.

KEY ACCOUNTABILITIES

Direct Comprehensive Care

- Manage clinical care to optimise patient outcomes and flow through the ward/unit.

- Provides support and advocacy for patients with their families.
- Provide specialist knowledge and skills and acts as a resource for the ward/unit
- Works collaboratively with all clinicians to provide appropriate and timely management, ensuring a structured and efficient plan of care.
- Liaise with parents and other departments to provide pre-admission information.
- Manage patient/family and community health service provider enquiries to ensure continuity of care after discharge.
- Lead and contribute to all relevant departmental and multidisciplinary meetings, encouraging critical enquiry and ensuring a defined documented plan of care.
- Ensure care plans consider all patient outcomes, including life limiting orders.

Support of Systems

- Review current clinical practice to provide optimal management and follow-up of patients.
- Provide clear documentation of patient care-plans.
- Maintain existing protocols and develop new protocols as needed to provide excellence in care.
- Optimise patient flow through operational initiatives and update of the long stay report.
- Lead and role model contemporary evidence based nursing practice.
- Maintain and provide a monthly report of care.
- Leads and facilitates quality activities and improvement processes within the ward.

Education

- Provide support and training to patients and families.
- Provide education and training to the ward.
- Acts as a resource to RCH in relation to ward.

Research

- Initiate, support and participate in relevant research programmes including the development of clinical guidelines.
- Review clinical outcomes to assist delivery of optimal evidence-based care.
- Upgrade skills and knowledge in the nursing application of equipment and specialised care of patients.

Professional Leadership

- Communicate clearly with team members, patients and their families and with other health professionals
- Establish therapeutic relationships that are goal directed and recognise professional boundaries
- Accept responsibility for their professional development.
- Provide leadership and mentoring as a senior member of the ward/unit.
- Attend relevant conferences and workshops
- Lead and empower nurses to effectively plan the discharge of all unit patients in and out of hours.

Attendance and participation in Peer supervision as a formal process of reflective practice and support to enable ongoing professional development.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA) administered through the Australian Health Practitioner Regulation Agency (AHPRA)
- A current, full drivers licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties
- Extensive experience in acute paediatric nursing.
- Demonstrated commitment to ongoing personal and professional development, as evidenced in a Continuing Professional Development (CPD) record/Professional Practice Portfolio (PPP)
- Experience in care co-ordination

Desirable:

- Post Graduate qualification or willing to work towards (desirable).
- Demonstrated experience providing effective education to patients and their families, nurses and/or members of the multidisciplinary team.
- Demonstrated understanding of and experience providing processes to improve patient access to service and flow through an organisation.

Other Requirements:

- A current, full drivers licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties.
- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment.
- Employees are required to maintain a valid Working with Children's Check throughout their employment.
- The employee needs to ensure that they maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.
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KEY SELECTION CRITERIA

- *Demonstrated skills in planning and coordinating care delivery*
- *Proven ability and skills to build collaborative relationships and work effectively in a multidisciplinary team*
- *Demonstrated ability to liaise with a wide range of staff and in particular with medical staff and management*
- *Well-developed interpersonal and communication skills*
- *Critical thinking and problem solving skills*
- *Demonstrated good time management and self-direction*

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IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others

- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated	August 2022
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