

Position Description

Position Title	Nurse Practitioner, Transition Care Program
Position Number	
Division	Community and Continuing Care
Department	Transition Care Program
Enterprise Agreement	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Nurse Practitioner
Classification Code	NO1 - NO2
Reports to	Manager TCP/GEM@Home/RITH/RIR
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 5,000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Community and Continuing Care Division

The Community and Continuing Care Division provides a broad range of high-quality, person-centred care programs and services to consumers in inpatient, outpatient, and community settings. Each service within the division is designed to ensure holistic care and improve the overall well-being of our patients and communities.

The Community Services team is dedicated to enhancing the health and wellbeing outcomes of the communities in the Loddon Mallee with six regional offices. This team includes: Aged Care Assessment undertaken on behalf of My Aged Care; Community Allied Health; Community Care; Carer Support and Community Nursing & Home Care.

The Continuing Care team delivers high-quality services across the Loddon Mallee region including: Dental Care; Chronic Disease Management; Outpatient Rehabilitation; Support for People Transitioning Home; Diabetes Management and Geriatric Management and Assessment.

The Allied Health team provides comprehensive, high-quality care across the continuum, including expert services in: audiology, dietetics, exercise physiology, occupational therapy, physiotherapy, podiatry, psychology, social work, speech pathology and allied health assistants who work with these disciplines.

The Geriatric Medicine Team includes Geriatricians, Rehabilitation physicians, Palliative care physicians, registrars and junior medical staff. The Team work across inpatients, outpatients and home settings.

In addition, the Community and Continuing Care Division holds the professional portfolio of Chief Allied Health Officer. The Chief Allied Health Officer and allied health discipline managers provide professional governance for all allied health across Bendigo Health.

The Transition Care Program (TCP), Geriatric Evaluation and Management at Home (GEM@Home) and Rehabilitation in the Home (RITH)

Transition Care Program (TCP) provides short-term care to optimise the functioning and independence of older people after a hospital stay. The care is goal orientated, time-limited and therapy focused. The team achieve their goals through case management, targeted therapy and implementation of services based on individually assessed needs to maximise function and independence.

The Transition Care Program (TCP) is a regional service with 31 places based in Bendigo and a further 54 places based in the Loddon Mallee region.

TCP at Bendigo Health have two settings of care:

- TCP Home based for people able to return home to continue recovery
- TCP GEM@Home - Bed based (at Golden Oaks Nursing Home, Specialist Palliative Care Evaluation Unit - TCP) with 24 hour nursing care for people who are unable to return home from hospital.

The **Geriatric Evaluation and Management at Home (GEM@Home)** and **Rehabilitation in the Home (RITH)** are an innovative and expanding subacute service that promotes a home first approach. Geriatric and Rehabilitation services are provided seven days per week to medically stable patients in their home environment. Patients are accepted onto the program from both hospital and external community referrals. Currently there are 15 beds.

Our GEM@Home and RITH programs provide multidisciplinary care (medical, nursing, dietetics, exercise physiology, occupational therapy, physiotherapy, social work, and speech pathology). Where required services such as personal care, domestic assistance and respite are arranged for the client.

The Position

The Nurse Practitioner role will be working as part of the TCP program to minimise medication errors at Golden Oaks.

The role is responsible for transferring information on admission to the program, from paper based medication charts into the electronic program used at Golden Oaks (BestMed).

The Nurse Practitioner will function autonomously and collaboratively in an advanced and extended clinical role. The Nurse Practitioner will review and update BestMed for each client, and will be required to liaise with TCP and Golden Oaks staff, General practitioners and pharmacists.

The Nurse Practitioner operationally reports to the Manager of the TCP program, professionally to the Chief Nursing Officer, and will be provided clinical governance support and ongoing mentoring from a Geriatrician within the Community and Continuing Care division.

Responsibilities and Accountabilities

Key Responsibilities

This position is accountable/responsible for the following:

- Provide clinical and professional leadership ensuring medication standard of care TCP are developed, maintained and continually improved
- Provide timely and comprehensive response to changes in medication prescribed or required.
- Offer support, information and relevant education to staff
- Build strong relationships with TCP and Golden Oaks staff, General practitioners and local pharmacy staff
- Collaborate with our healthcare team to provide integrated care, ensuring a seamless patient journey.
- Provide constructive feedback to the healthcare and patient relations teams, identifying areas for improvement and contributing to the ongoing development of patient care strategies.

Organisational Responsibilities

- Participate in team/departmental meetings and other organisational meetings as required.
- Participate in staff development and training as required.
- Participate in service development as required.
- Align with Bendigo Health values in all aspects of the role.
- Maintain accurate records, statistics and reports as needed.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the

employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. AHPRA registration as a Nurse Practitioner with the Nurses and Midwifery Board of Australia.
2. Have successfully completed a Master of Nursing – Nurse Practitioner or equivalent.
3. Strong understanding of electronic medication systems

Desirable

4. Experience in telehealth consultations, and therefore equipped with the knowledge of current telehealth technology and requirements for online assessment of clients.
5. Demonstrated critical thinking, with advanced clinical assessment and patient management skills.
6. Current experience working within acute, subacute, community and/or residential aged care environments.
7. Demonstrated ability to communicate effectively with patients, visitors and staff at all levels within the organisation.
8. Demonstrated capacity to function independently and as part of an interdisciplinary team.
9. Demonstrated awareness of current issues and trends in clinical nursing, specifically in the aged care sector.
10. Sound time management and prioritising skills.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Registration with Professional Regulatory Body or relevant Professional Association (where applicable). For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Drivers Licence A current Victorian driver's licence is required for this position.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.