Position Description – Continence

Position Title: Clinical Nurse Consultant - Continence

Employment Type: Part-time

Reporting Relationship: Responsible to the Continence Manager

Enterprise Agreement: Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2012-2016

Division: Community Services

Classification: Registered Nurse Grade 4A Clinical Consultant (ZF4-ZG7)

Location: West Gippsland Healthcare Group

Position Summary:
This position is to act as a key member of the multidisciplinary continence team, supporting excellence in clinical practice and ensuring that the philosophy of nursing and standards of practice are reflected in continence management.

Organisation Overview:
The West Gippsland Healthcare Group (WGHG) is a sub-regional public hospital providing 77 Hospital and 110 Aged Care beds. WGHG provide acute medical and surgical, paediatric, obstetrics & gynaecology, emergency, aged care and community services, primarily in the Shire of Baw Baw, approximately 100 kms east of Melbourne and are committed to the provision of patient focussed, culturally responsive care.

The WGHG comprises a number of sites; they are the Baw Baw Health and Community Care Centre in Drouin, Community Services Centres in Warragul and Trafalgar, Rawson Community Health Centre, Cooinda Lodge Aged Care Residence, Andrews House Aged Care Residence, Warragul Linen Service and West Gippsland Hospital.

Vision:
To improve the health and wellbeing of our community.

Mission:
West Gippsland Healthcare Group is committed to the provision of high quality, integrated health care that meets the changing needs of individuals and our community.

What we value is:

Our Customers
Be committed to continuity of care for individuals whilst recognising rights, responsibilities and participation.
Our Community
Be a responsible corporate citizen and neighbour in caring for our community and environment.

Our Staff
We are committed to our staff’s wellbeing and ongoing development.

Leadership
Be a role model in the planning and delivery of health services.

Improving Performance
Ensure continuous quality improvement.

Organisational Structure:
The Clinical Nurse Consultant - Continence will report to the Continence Manager.

Direct reporting line:

Chief Executive Officer
WGHG

Director of Community Services

Continence Manager

Clinical Nurse Consultant

The Clinical Nurse Consultant - Continence will be required to liaise with:

Externally: Community groups and external Health Service providers, clients and their families.

Internally: Nurses, Nurse Unit Managers, Health Service Professionals, other staff as required, Doctors, Pharmacy.

Qualifications/ Experience:
Mandatory:
- Current AHPRA Registration as a Registered Nurse.
- Demonstrated clinical knowledge and skills in continence management.
- Computer skills in Microsoft Office, particularly Word and Excel.
- A thorough understanding and respect for confidentiality requirements.
- Responsible and mature work attitude.

Desirable:
- Experience in Urodynamics.
- Experience in the provision of Continence services within a community setting including direct service delivery, health promotion and education, and networking with internal and external service providers.
- Qualifications in either Continence Nursing or Gerontology.
• Understanding of the community services available and ability to make referral to these to assist clients to retain optimal independence in their homes.
• Member of the Continence Foundation of Australia, Nurses for Continence or the Victorian Urological Nurses Society.

**Key Selection Criteria:**

**Key Competencies:**
• Well-developed clinical skills in order to be able to deliver Continence services for clients, carers and their families.
• Understanding of clinical and social issues in Continence.
• Demonstrated assessment skills.
• Advanced knowledge of bladder and bowel dysfunction and catheter related issues.
• Excellent interpersonal, communications and networking skills with the ability to quickly establish relationships with clients, service providers and stakeholders, particularly GPs and Physicians.
• Able to work in a multidisciplinary team.
• Awareness of diversity of needs of clients including developmental cultural and gender issues.
• Ability to appropriately confront issues.
• Organisational, planning and case management skills.
• Computer literacy.
• Record keeping and administrative skills
• Good knowledge of issues relevant to rural areas an advantage.

**Personal Attributes:**
• Self directed.
• Commitment to client service and achieving health service delivery standards.
• Commitment to providing a customer focused service.
• Commitment to maintaining client privacy at all times.
• Ability to use initiative.
• Demonstrated ability to be flexible, respond to change with an interest in ongoing learning.
• Commitment to corporate vision, mission values and agreed critical strategies.

**Key Responsibilities:**

**Continence Consultancy:**
• Plan, implement, coordinate and deliver the urodynamics service ensuring that daily practices are in accordance with current legislation and common law.
• Aiming for best practice, ensure there is required documentation and processes for intake, care planning and referrals, nursing interventions and outcomes and/ or discharge from the service.
• To develop and provide a consultancy and support role to the Health Professionals and the community to enhance the knowledge and skills in assessment and management of continence.
• To ensure that the Continence service provides for the clients, carers and families:
  o Applied knowledge and skills in relation to assessment and management of bladder and bowel dysfunction in a variety of settings, either in the Clinic or clients place of residence.
  o Conducts routine investigations for bladder and bowel dysfunctions including vaginal/rectal examination, urinalysis, bladder ultrasound and urodynamics.
  o Assessment of the client as a while, within the home or other familiar environment.
A multidisciplinary approach to service delivery including external service providers where appropriate, to ensure that services are developed to meet the needs of the client in a comprehensive and coordinated manner.
- Health promotion, education, support and advice.
- Linkages and referrals to appropriate services.
- Maintains a customer focused approach to service delivery.
- To follow current guidelines for all procedures, including infection control.

General:
- Ensure that the service meets the statistical requirements of the funding body.
- To participate in the training of students.
- Participate in Accreditation, Standards and other QA programs undertaken by WGHG, including safety training.
- Participate in relevant workshops and seminars in order to update skills in line with service policy.
- Act as a resource/liaison person within WGHG in relation to your area of expertise, supporting further education initiatives for nursing, medical and allied health staff.
- Perform other duties as required/ negotiated with the Continence Manager.

Confidentiality:
- Ensure that any personal, private or sensitive information obtained regarding a staff member or client remains confidential.

Personnel Reporting To This Position:
- Not applicable

Annual Operating Expenditure:
- Not applicable

Personal Responsibilities:
- Comply with all Occupational Health & Safety Regulations.
- Comply with all legislative requirements.
- Uphold the organisation’s commitment to providing patient centred care in a culturally aware and respectful manner.
- To complete mandatory training annually that has been identified as being a requirement of the position.
- Participate in continuous quality improvement.
- Ensure that effective lines of communication are maintained with key stakeholders.
- To participate in an annual performance appraisal every twelve (12) months.
- Actively seek feedback from Stakeholders (Health Professionals, Consumers, Carers & the Community).

Conditions of Employment:
- Employment subject to provision of satisfactory Police Record Check and/ or Working with Children Check.
- 6 months probationary period.
- Comply with all WGHG policies and procedures.

Reviewed By: Continence Manager
I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not to be interpreted as all inclusive. It may be subject to review from time to time.

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Employee Name: ____________________________________________

Employee Signature: _______________________________________

Witness: ___________________________________________________

Date: _________ / _____ / 20____

The West Gippsland Healthcare Group is an Equal Opportunity Employer