POSITION DESCRIPTION

Position Title:	Registered Nurse
Department:	Transitional Aged Care
Location:	War Memorial Hospital
Uniting Purpose:	To inspire people, enliven communities & confront injustice
Uniting Values:	Imaginative, Respectful, Compassionate, Bold

Classification:	Registered Nurse – Years 3 - 8+
Vaccination risk category:	A
Award:	Public Health System Nurses and Midwives (State) Award 2025 War Memorial Hospital (Waverley) Nurses Agreement 2011
Employment status:	Fixed Term Full Time
Hours:	38 hours per week

Position reports to:	Transitional Aged Care Manager
Position Supervises:	AIN's / AHA as required
Key relationships:	Transitional Aged Care Team, inpatient and multidisciplinary teams (MDT) within South Eastern Sydney Local Health District (SESLHD) referring hospitals, My Aged Care, Home Care Package and Commonwealth Home Support Program community partners. General & specialist medical practitioners.

POSITION PURPOSE

This position provides a high-quality nursing service to the War Memorial Hospital Community Transitional Aged Care Program (TACP). The TACP is located at War Memorial Hospital (Waverley) and provides community care packages to clients in the eastern suburbs of Sydney.

The nursing position functions as part of an inter-disciplinary team who provides a time limited, low intensity, community based program to frail elderly clients who are ready for discharge from hospital care, but are unable to return home without additional therapy and care services.

War Memorial Hospital
ABN 78722 539 923
125 Birrell Street
Waverley NSW 2024
T 02 9369 0100
F 02 9387 7018

TAC assists clients to explore alternative care arrangements to avoid or delay residential care as the single discharge option.

POSITION OBJECTIVES

- Provide a comprehensive range of Registered Nurse services to the Transitional Aged Care Program of War Memorial Hospital
- Provides assessment, treatment and case management of clients of the Transitional Aged Care Program to maximise improvement in their functional abilities
- Provide evidence based, therapeutic nursing interventions
- Contribute to the development and evaluation of client and service needs
- Contribute to quality improvement projects in line with NSW Health, War Memorial Hospital and Transitional Aged Care Program goals and objectives

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KEY RESPONSIBILITIES

Financial management & awareness:

- Aware of the need for efficient and effective use of hospital resources and services
- Aware of the need for efficient and effective use of client services and resources
- Aware of TACP funding mechanisms
- Awareness and engagement in understanding activity and occupancy based informatics and how the RN position can influence this

Operational processes:

- Assess, plan, organise, deliver, evaluate and report on the provision of high quality and client focused nursing services in accordance with Uniting, NSW Health and SESLHD policies and clinical practices to achieve client health outcomes within specified timeframes
- Show a commitment to assuring high standards and strive for a client centered service
- Seek to deliver nursing services (which may include treatment, investigation, diagnosis and case management) in accordance with prescribed professional and ethical standards
- Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance
- Delivers nursing care within the TAC Guidelines in support of therapy based restorative care principles
- Demonstrates the ability to plan, organise and manage time effectively
- Demonstrate flexibility and the ability to work effectively within a changing healthcare environment
- Work safely and in accordance with Uniting's WHS policies and procedures
- Enable, facilitate and lead change initiatives related to continuous quality improvement
- Awareness and compliance with safety, hazard reporting and risk management
- Awareness and compliance with relevant SESLHD & Uniting policies and WMH business rules
- Represents WMH TAC at relevant internal and external committee meetings

Client management & engagement (internal & external stakeholders):

- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders
- Display effective communication and interpersonal skills to support the provision of high quality clinical care
  Actively engage in effective therapeutic and professional relationships with clients, carers, colleagues and other agencies

- Provide comprehensive nursing assessment for all clients referred for nursing TACP services within the recognised models of nursing practice
- Selection and implementation of intervention strategies to address clinical focus areas identified in assessments and to meet goals within specific time frames
- Development of care plans in negotiation with the clients, carers and health professionals based on assessment findings and clinical reasoning
- Provide case management services for a proportion of TACP caseload including case coordination
- Development and review of resources and other educational materials suitable for patients
- Provide casework service including counselling, psycho-social education, advocacy and facilitation of links with a range of community based services to ensure best outcomes for clients in the community
- Liaison and referral to other health professionals as required
- Participation in clinical care meetings, case conference and multidisciplinary meetings as required
- Provide clinical supervision and support to undergraduate students and work experience students on observatory placements
- Participates in the local education requirements at WMH

People management & teamwork:

- Contribute to effective team dynamics and client and stakeholder relationships utilising high level communication and negotiation skills
- Provide general clinical advice to members of the multidisciplinary team, service managers and other stakeholders regarding service delivery and clinical service development
- Actively contribute to service and caseload management and planning within the TACP multidisciplinary team
- Willingness to assist with workload management in the event of planned or unplanned leave of a team member
- Provide relevant education to nursing ,medical staff and other health professionals as requested
- Participate in evidence based practice activities within the department
- Facilitate delivery of an effective, flexible, innovative and integrated nursing TACP service
- Liaise with patients and their families, other health professionals, supervisors, students and researchers as required
- Awareness of own strengths and areas for development
- Actively engage and participate in the company's performance development framework and review processes

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KEY PERFORMANCE INDICATORS

Financial management & awareness:

- Supports the TACP Manager in meeting departmental occupancy and other financial KPI's
- Support the TAC community team in efficient and effective departmental service delivery mindful of resources
- Delivers TACP RN service in an efficient and effective manner, mindful of resources
- Adheres to processes and policies pertaining to financial matters relevant to the TAC team
- Adheres to cash handling and petty cash processes within the TAC department, minimising where possible
- Awareness of parameters of working within a budget and working within agreed resources

Operational processes:

- Clinical assessment, programs and intervention strategies are implemented and conducted to facilitate client participation
- Relevant data utilised to inform management decisions and practice
- Reports and statistics submitted by designated deadlines
- All clinical events are documented in accordance with SESLHD, WMH & Uniting documentation standards
- Evidence of participation in in-services, staff education, internal and external meetings, and research activities
- 100% compliance with Registration renewal
- Ensures client care delivery is within the parameters of NSW Health/Commonwealth TAC Guidelines

Client management & engagement (internal & external stakeholders):

- Demonstrates maintenance of healthy positive relationships with internal and external stakeholders
- Disseminates client related feedback to team
- Participation in WMH TAC client satisfaction surveys
- Care delivery shall be evaluated through performance indicators and outcome measures to ensure care meets the clients' needs
- Evidence of advocacy for clients and carers with other service providers
- Participation at team meetings, case conferences and other relevant meetings.
- Service attendance and discharges monitored
- Evidence of advocacy for clients and carers with other service providers
- Information from client and carer stories are utilised to remodel service delivery
- Provide general clinical advice to members of the MDT, service managers and other stakeholders regarding service delivery and clinical service development

People management & teamwork:

- Evidence that positive outcomes are shared and celebrated
- Evidence of engagement with MDT to critically reflect on and explore potential to improve practice
- Evidence of inter-discipline initiative.
- Evidence of regular communication with team members
- 100% up to date professional development plans and performance reviews
- Formally identified clinical supervisor for professional development
- Participates in a solution focused team environment
- Participates in a facilitative approach in efficient use of WMH resources inclusive of staffing

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Work Health and Safety Requirements:

- Follow policies, procedures and instructions relating to work health and safety that are relevant to the work being undertaken to ensure high quality and safe services in the workplace.
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.
- Comply with reasonable instructions that are provided for the safety of you and others at the workplace.

Quality and Safety Requirements:

Staff work within, and are supported by, well-designed systems to deliver safe, high-quality clinical care. Staff are responsible for the safety and quality of their own professional practice, and professional codes of conduct. Staff will:

- Actively take part in the development of an organisational culture that enables, and gives priority to, patient safety and quality
- Actively communicate their profession's commitment to the delivery of safe, high-quality health care
- Model professional conduct that is consistent with a commitment to safety and quality at all times
- Embrace opportunities to learn about safety and quality theory and systems
- Embrace opportunities to take part in the management of clinical services
- Encourage, mentor and guide colleagues in the delivery of safe, high-quality care
- Take part in all aspects of the development, implementation, evaluation and monitoring of governance processes

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PROFESSIONAL SKILLS AND KNOWLEDGE

Skills & Experience:

- Minimum 3 years' experience as a Registered Nurse in the area of aged care, rehabilitation or other relevant specialty with post graduate qualification or interest in working towards same
- Demonstrated experience or interest in working in the community including ability to perform comprehensive, client centered nursing assessments, nursing care and case management of older people, in particular those with dementia or with complex health care needs with an enablement focus
- Demonstrated ability to work effectively and autonomously and as part of a multi-disciplinary team and to exercise independent professional judgement on routine matters, commensurate with years of experience and ability to manage clients with complex psychosocial issues and/or chronic and complex health care needs
- Demonstrated high level written and verbal communication, interpersonal skills and the ability to identify key messages, issues and concerns when communicating across all levels and departments within WMH and external stakeholders
- Experience in delegating and supervising nursing duties to other nursing/care personnel ensuring quality, effective clinical care standards are maintained with efficient use of resources
- Demonstrated commitment to personal professional development, evidence based practice and quality improvement principles
- Demonstrated proficiency or willingness to learn contemporary health information systems, inclusive of electronic medical records, MS Office and relevant portals

Qualifications:

- Current registration as a Registered Nurse with the Nursing & Midwifery Board of Australia and current NSW Drivers' license Class C and willingness to drive as part of the role

Employee Name:		Managers Name: Title	Helen Tassell TAC Manager
Date:		Date:	

Signature:		Signature:	

JOB DEMANDS CHECKLIST

Job Title: Registered Nurse
Department: TAC
Assessor: Helen Tassell
Date of Assessment review: October 2027

Service/Unit: WMH
Manager/Supervisor: TAC Manager
Date of Assessment: October 2026

Definitions:

* Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sitting Remaining in a seated position to perform tasks			x			
	Standing Remaining standing without moving about to perform tasks		X				
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes			X			
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes						X
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks			X			
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks		X				
	Kneeling Remaining in a kneeling posture to perform tasks		X				
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks		X				
	Crawling Moving by crawling on knees & hands to perform tasks						X
	Leg/ Foot Movement Use of leg and or foot to operate machinery			X			
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding			X			
	Lifting/ Carrying Light lifting & carrying – 0 – 9kg			X			
	Moderate lifting & carrying – 10 – 15kg						X
	Heavy lifting & carrying – 16kg and above						X
	Reaching Arms fully extended forward or raised above shoulder		X				
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body	X					
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)		X				
	Hand & Arm Movements Repetitive movements of hands & arms		X				
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands			x			
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work						x
	Driving Operating any motor powered vehicle			x			

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sight Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen			X			
	Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries			X			
	Smell Use of smell is an integral part of work performance e.g. working with chemicals	X					
	Taste Use of taste is an integral part of work performance e.g. food preparation	X					
	Touch Use of touch is an integral part of work performance	X					

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	Distressed people e.g. emergency or grief situations		X				
	Aggressive & uncooperative people e.g. drug/alcohol, dementia, mental illness		X				
	Unpredictable people e.g. dementia, mental illness and head injuries	X					
	Restraining Involvement in physical containment of patients/clients						X
	Exposure to distressing situations e.g. child abuse, viewing dead/mutilated bodies	X					

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust						X
	Gases Working with explosive or flammable gases requiring precautionary measures						x
	Fumes Exposure to noxious or toxic fumes						X
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						X
	Hazardous substances e.g. dry chemicals, glues						X
	Noise Environmental/background noise necessitates people to raise their voice to be heard	X					
	Inadequate lighting Risk of trips, falls or eyestrain	X					
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight		X				
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						X
	Confined spaces Areas where only one egress (escape route) exists	X					
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground	X					
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls	X					
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						X
	Biological hazards e.g. exposure to body fluids, bacteria, infectious diseases		X				

Additional Position Requirements/Demands Summary: From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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Signature of Manager: …… **Date**: ……./……./20…….

☐ I am able to fulfil the above requirements without modification.

☐ I am unable to fulfil the above job requirements and need the following modifications:

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Signature of Employee: ……..…….. **Date:** ……/……/20….