



## ROLE DESCRIPTION

<b>Role Title:</b>	Respiratory Clinical Nurse
<b>Classification Code:</b>	Registered Nurse Level 2 – RN2
<b>LHN/ HN/ SAAS/ DHW:</b>	CALHN
<b>Hospital/ Service/ Cluster</b>	Royal Adelaide Hospital
<b>Division:</b>	Heart and Lung Program
<b>Department/Section / Unit/ Ward:</b>	Department of Thoracic Medicine
<b>Role reports to:</b>	Nurse Manager Heart and Lung Program Respiratory Nurse Consultant
<b>Role Created/ Reviewed Date:</b>	10/7/2024
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working with Children’s Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The level 2 Registered Nurse (Clinical Nurse) works in a multi-disciplinary team. Directly reporting to Nurse Manager H+L program for organisational requirements and to Respiratory Nurse Consultant for clinical coordination.

The duties include:

- Understanding Initial pre-admission telehealth clinical and transplant patient. assessment of the patient with provision of education regarding admission process.
- Completing all aspects of admission paperwork including clinical documentation.
- Communicating with senior members of the respiratory team including the NGA NUM of admission.
- Education to patient and explaining the process of home telehealth surveillance for 7 days post discharge.
- Home monitoring includes symptom and risk assessment, advise re isolation requirements, reporting of deterioration, coordination of community pathology and diagnostics and ensuring the patient has the correct medical clinic follow up in place.
- Ongoing communication with the Respiratory team at all stages is vital for advising the team of any concerning symptoms or issues and for reporting blood results.
- Provide support and education to patients, staff and external stakeholders regarding issues relating to heart and lung transplantation
- Builds relationships with staff, peers and colleagues to facilitate interdisciplinary communication and planning to meet and/or improve patient care outcomes.
- Communicates effectively with members of the health care team, patients, carers and visitors to facilitate participation and achievement of patient goals.
- Program tool development, engagement in quality improvement activities, project development, research and personal development opportunities such as conferences/workshops.
- Knowledge of data entry for electronic medical record Health Track and data management.

## Direct Reports:

The Clinical Nurse reports:

### **Directly**

- > Nurse Manager H+L Program – Operational
- > Respiratory Nurse Consultant – Clinical coordination

### **In Directly**

- > Clinical Practice Director H+L Program - Supervision

## Key Relationships/ Interactions:

### Internal

The Respiratory Clinical Nurse:

- > Maintains a close working relationship with the following people;
  - all members of the multi-D Team including medical officers, allied health professionals, scientists and administrative officers
  - Nurse Unit Manager and Associate NUM of RAH Thoracic Medicine
  - Nurse Manager of H+L program
  - H+L program Respiratory NC / NP's across CALHN sites
- > Maintains cooperative and productive working relationships within all members of the broader health care team and also supports and works collaboratively with less experienced members of the nursing team

### External

- > Maintains relationships with non-government organisations or other government organisations to meet the needs of the patient cohort.
- > Is a resource for health professionals & providers to contact across the state on issues relating to Respiratory conditions

## Challenges associated with Role:

Major challenges currently associated with the role include:

- > Keeping all members of the immediate team informed of patient's progress is crucial to this role.
- > Is able to prioritise workload and support Respiratory service/ Unit in periods of decreased demand
- > Flexibility to learn and understand other respiratory NC roles to provide support in times of workforce shortage.
- > Keeping up to date with, implementing and monitoring evidence-based practice and quality management initiatives consistent with organisational policies. Gaining training and experience with health track platform.
- > Working collaboratively within the multidisciplinary team, with organisational divisions/sites
- > Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.

**Delegations:**

- > Responsible for the administrative requirements of the Covid lung transplant/Lung Transplant clinical nurse role, including the maintenance of the SA Lung Transplant Services clinical databases
- > Responsible for coordinating admission and procedural bookings for patients
- > Working collaboratively with Respiratory Nurses and Transplant Coordinators across the state and nationally; including policy and guideline development
- > Responsible for delivering professional development activities for the Heart & Lung Program based on identified needs within the Service.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**Handling of Official Information:**

- > By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.
- > SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.
- > SA Health employees will not misuse information gained in their official capacity.
- > SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Cultural Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce

## General Requirements:

\*NB References to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *SA Information Privacy Principles*
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > *Health Practitioner Regulation National Law (South Australia) Act 2010*
- > *Mental Health Act 2009 (SA)* and Regulations
- > *Controlled Substances Act 1984 (SA)* and Regulations
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time
- > SA Health/LHN/SAAS policies, procedures and standards.

## Special Conditions:

- > Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive.
- > **Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.**
- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have the satisfactory Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCC must be renewed every 5 years from the date of issue; and for "Approved Aged Care Provider Positions" every 3 years from the date of issue as required by the *Accountability Principles 2014* issued pursuant to the Aged care Act 1997 (Cth).
- > For appointment in a *Prescribed Position* under the *Child Safety (Prohibited Persons Act (2016))*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.

- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient care	<ul style="list-style-type: none"> <li>&gt; Provide proficient, person centred, clinical nursing care and/or individual case management to patients</li> <li>&gt; To triage patient calls and assist the multidisciplinary team where possible to expedite patient centred care;</li> <li>&gt; To assist in monitoring patient long-term care plans to ensure appropriate care outcomes, including early detection of complications is achieved;</li> <li>&gt; Required to, within pre-determined frameworks, and in a multi-disciplinary tertiary setting, assess patients, select and implement different therapeutic interventions including education, and/or support programs and evaluate progress;</li> <li>&gt; Required to, assist staff with hospital discharge planning.</li> </ul>
Support of health service systems	<ul style="list-style-type: none"> <li>&gt; Assists and supports respiratory NC/NP with clinical, and education activities;</li> <li>&gt; Act to resolve local and/or immediate nursing care or service delivery problems;</li> <li>&gt; Support change management processes;</li> <li>&gt; Required to contribute to a wider or external team working on complex or organisation wide projects such as clinical protocols, guidelines and/or process mapping.</li> </ul>
Education	<ul style="list-style-type: none"> <li>&gt; Participate in clinical teaching, overseeing learning experience, and goal setting for students, new staff and staff with less experience;</li> <li>&gt; being a resource person, encouraging reflection and professional development, and assisting others to maintain portfolios/records of learning;</li> <li>&gt; Required to participate in and/or provide clinical teaching and/or research.</li> </ul>
Research	<ul style="list-style-type: none"> <li>&gt; Participate in clinical auditing, clinical trials and/or evaluative research;</li> <li>&gt; Integrate advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed patient/client care outcomes;</li> </ul>
Professional leadership	<ul style="list-style-type: none"> <li>&gt; Act as a resource person within an area based on knowledge, experience and skills;</li> <li>&gt; Required to undertake specific activity and/or portfolio responsibility.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Registered or eligible for registration as a Nurse with the Nursing and Midwifery Board of Australia and
- > Existing RN2, Clinical Nurse

#### **Personal Abilities/Aptitudes/Skills:**

- > Demonstrated understanding of the role of the Respiratory Clinical nurse;
- > Effective communication, problem solving, conflict resolution and negotiation skills;
- > Ability to work effectively within a multidisciplinary team;
- > Ability to prioritise workload and meet set timelines, whilst working under minimal supervision and have the
- > ability to be creative, innovative and flexible when approaching issues within the clinical setting.

#### **Experience**

- > Registered Nurse/Midwife with at least 3 years, full time equivalent, post registration experience;
- > Demonstrated experience, knowledge and competence in the area of practice specialty: Respiratory nursing, and
- > Experience in the leadership and direction of student nurses, enrolled nurses and less experienced registered nurses.

#### **Knowledge**

- > Extensive clinical knowledge of respiratory physiology/pathophysiology and management options for people diagnosed with respiratory conditions;
- > Broad knowledge of community services in both government and private sectors;
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards;
- > Knowledge of Quality Improvement Systems as applied to a healthcare setting and
- > Knowledge of contemporary nursing and health care issues.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- > Where applicable, qualifications relevant to practice setting.
- > Tertiary qualifications in nursing or human services related discipline.
- > Any course/module work in respiratory management by credentialed body.

#### **Personal Abilities/Aptitudes/Skills:**

- > Skills in using computers and software relevant to the area of practice.

#### **Experience**

- > Experience with quality improvement activities.
- > Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.

#### **Knowledge**

- > Knowledge of the South Australian Public Health System.





## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011.

CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high-quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

### **CALHN Heart & Lung Program**

The Heart & Lung Program of the Central Adelaide Local Health Network is a dynamic service providing expert care to Eastern Central & Western Adelaide. It serves the South Australian Community through a multidisciplinary patient focused model, delivering care at the Royal Adelaide Hospital, the Queen Elizabeth Hospital, Hampstead Rehabilitation Hospital, and various Outpatient Outreach and local Community Services.

Acute & Chronic Respiratory and Cardiology & Cardiothoracic Surgery are provided to manage a diverse range of complex health issues. Services are extensive across all sites and programs with specialised and generalist staff to care for both younger and older patients entrusted to our care. Non-clinical support staff and volunteers ensure that we are partnering with both clinicians and patients to provide a safe and supportive health care environment.

We are committed to our community through a partnership approach in delivering healthcare that promotes wellness through illness prevention and proactive treatment of disease. The Heart & Lung programme strives to provide care which is culturally respectful, accessible and responsive to the needs of Aboriginal & Torres Strait Islander people.

The **Department of Thoracic Medicine**, Royal Adelaide Hospital provides the largest public and private multi-D inpatient, ambulatory and outreach specialist respiratory service for standard and complex disorders in SA. It includes State-wide Tuberculosis, Cystic Fibrosis, **Lung Transplantation**, and Specialised Interventional Pulmonology Programs as well as the other higher volume Core Programs such as COPD, Respiratory Failure and Sleep Disorders, Lung Cancer, Asthma, Pleural Disorders, Interstitial Lung Disorders, Occupational Lung Disorders, Chest Infections, Pulmonary vascular Disease including Pulmonary Embolism and Rare Lung Disorders. The Department of Thoracic Medicine supports primary and other specialised health activities and those of other Ministries, particularly Education and Immigration for the metropolitan and rural population of SA, Central NT and western NSW and to provide access to respiratory health care and expertise.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**