



## POSITION DESCRIPTION

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<b>Position Title:</b>	Clinical Nurse Specialist – Grade 2
<b>Department:</b>	Geriatric Flying Squad
<b>Location:</b>	War Memorial Hospital
<b>Uniting Purpose:</b>	To inspire people, enliven communities & confront injustice
<b>Uniting Values:</b>	Imaginative, respectful, compassionate, bold

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<b>Classification:</b>	Clinical Nurse Specialist - Grade 2
<b>Vaccination risk category:</b>	Class A
<b>Award:</b>	War Memorial Hospital (Waverley) Nurses Agreement 2011
<b>Employment status:</b>	Permanent
<b>Hours:</b>	38 hours per week

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<b>Position reports to:</b>	Nurse Unit Manager - GFS
<b>Position Supervises:</b>	Nil
<b>Key relationships:</b>	Geriatric Flying Squad multidisciplinary team, Outpatient and Allied Health Staff, WMH Clinical Care Coordinator, Northern Network Area Referral Centre, WMH Geriatric Medicine, SVH Primary Health Networks, Residential Aged Care sector, SESLHD, NSW Ambulance, NSW Police, NSW Fire and Rescue

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## POSITION PURPOSE

This is a CNS2 role within the Geriatric Flying Squad (GFS) at War Memorial Hospital (WMH). WMH is a specialist sub-acute aged rehabilitation hospital situated in the Eastern Suburbs of Sydney, part of South Eastern Sydney Local Health District (SESLHD). The Geriatric Flying Squad is a rapid response multidisciplinary team that attends to referrals for urgent review of community and Residential Aged Care Facility (RACF) clients, with an inbuilt triage system to give priority to most urgent cases. The team provides comprehensive specialist geriatric assessment, short term case management and ongoing referral of aged care clients.

**War Memorial Hospital**  
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125 Birrell Street  
Waverley NSW 2024  
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The CNS 2 role works primarily in the community setting and also includes supporting the Staff Specialist Geriatrician, Advanced Trainee Geriatrician, Nurse Practitioners and Clinical Nurse Consultant in geriatric assessment for clients in RACFs, in preventing avoidable hospital admissions. The position holder requires an unrestricted Class C Driving Licence.

This role involves working collaboratively with and under the direct supervision of the Nurse Unit Manager of the GFS to assist in the provision of a service that is comprehensive, accessible, of high quality and is person-focused.

It is a core responsibility of this position to ensure that the philosophy of Uniting and overall objectives of UWMH are incorporated into all aspects of the role and imbedded in work practices. The position holder will provide an example to all staff by their adherence to the Uniting and SESLHD values, whilst actively promoting these values throughout the organisation.

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## POSITION OBJECTIVES

- To assist in the provision of multi-disciplinary comprehensive geriatric assessment and short term case management of older clients living in the community, to prevent avoidable ED presentations for those experiencing a subacute functional decline and/or frailty
- The role also involves working together with the Residential Aged Care workforce, Primary Health Networks, Advanced Trainee Geriatrics and NP/CNC's of the GFS to provide rapid assessment of residential aged care clients at risk of an avoidable hospital admission
- To provide accurate and time specific triage of referrals and facilitate appropriate interventions for the most appropriate care of the client in the right location
- To maintain a high level of communication with other members of the multi-disciplinary aged care teams and with patients and their carers
- To provide a high standard of care for all clients of the GFS at WMH residing within the Waverley, Woollahra, Randwick, Botany and Inner City LGAs.

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## KEY RESPONSIBILITIES

### **Financial management & awareness:**

- Ensure resources are utilised in a cost effective manner in relation to case management and patient care
- Comply with SESLHD, WMH, CESPHE and Uniting documentation standards and discipline specific guidelines for any entries into the medical records pertaining to activity data

### **Operational processes:**

- Provides advanced clinical nurse specialist skills in the area of community and residential aged care geriatrics and rehabilitation for multiple service groups (including hospital, community, residential care and domiciliary services), incorporating a range of modalities of health promotion, disease management, treatment and care planning
- Develops, facilitates and evaluates short term case management plans for patients with complex care needs to remain within an appropriate care environment with the

- support of the NPs, CNC, GFS, Advanced Trainee Geriatrician and Staff Specialist
- Understands integrated care concepts across full range of primary health, residential, sub- acute and acute healthcare settings
- Implements clinical practice based on relevant standards including the Australian Rehabilitation Nursing Association (ARNA) competencies for Registered Nurses
- Supports and educates relevant health care workforce in enabling the GFS client to remain in their home environment as per their clinical scenario
- Contributes to the development and delivery of speciality related education programs for both health consumer and colleagues in the health workforce
- Participates in formal processes for the strategic and operational planning for the expansion of the clinical services
- Represents on relevant WMH Committees
- Represents as a senior nurse clinical lead on campus in relevant forums
- Identifies areas for the improvement of clinical practice and implement relevant quality activities and research
- Has awareness of WMH's involvement in ACHS Quality accreditation and NSW MoH WHS and Security Audits
- Demonstrates commitment to own professional development and annual performance development plan
- Appreciates the merits of departmental and campus staff engagement activities

#### **Client management & engagement (internal & external stakeholders):**

- Communicates effectively in a culturally sensitive manner with patients/clients, families, and other health care professionals to plan intervention strategies to ensure patients' needs are identified and provide clinical services to client groups and circumstances of a complex nature requiring advanced practice skills and clearly articulate these to others in the team
- Understands the importance of professional networks in the delivery of person centred care and organisational integration with other services
- Identifies and adopts innovative clinical practice models e.g. implementation and evaluation of new treatments, technologies, and therapeutic techniques relating to aged care
- Supports and participates in all activities to improve and maintain a high standard of patient care, safety and quality
- Provides a comprehensive client-centred practice participating in direct patient care provision

#### **People management & teamwork:**

- Provides clinical nurse leadership that facilitates the ongoing development of clinical nursing practice i.e. within the GFS and other relevant healthcare settings e.g. RACF's and referral hospitals
- Participates as part of the MDT GFS appreciative of the professional contributions of all disciplines
- Provide in-depth advice and support regarding Nursing Practice to other health care professionals within the multi-disciplinary team, in order to establish co-ordinated and continuity of care for patients/clients
- Assumes operational responsibility as delegated by the GFS NUM or senior

clinical nursing roles i.e. GFS NP, TNP or CNC.

- Appreciative of the GFS CNS role and it's interaction with nursing and other professions across WMH campus
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## KEY PERFORMANCE INDICATORS

### Financial management & awareness:

- Identifies areas for resource and cost efficiencies in the delivery of quality services
- Maintain adequate documentation of interventions in the clients record using both electronic and written patient record systems as required for activity and costing purposes
- Comply with SESLHD, WMH and Uniting documentation standards and discipline specific guidelines for any entries into the medical records

### Operational processes:

- Demonstrates appropriate and effective comprehensive geriatric assessments evidenced by appropriate patient outcomes from advanced clinical knowledge through clinical problem solving and extended autonomous decision making
- Liaises directly with primary health, subacute and acute health care services to optimise the care delivery for the community based complex aged care client
- Actively contributes to the development of clinical practice and leads relevant quality activities within the GFS and across WMH
- Provides ongoing comprehensive analyses of current practice and the impact of new directions on the clinical specialty service by participating in formal and informal education programs
- Develops specialised education resources for patient /carer community to be utilised by other health care professionals
- Actively contributes to relevant WMH Committees
- Actively contributes to the development of the nursing profession across the campus in relevant forums and/or initiatives
- Actively engages in professional development activities and annual performance reviews
- Evidence of participation and compliance with all quality and risk management systems and processes, including the ACHS Accreditation National Standards and NSW Ministry of Health Work Health Safety Profiling policy
- Engages with team and campus engagement activities

### Client management & engagement (internal & external stakeholders):

- Demonstrates proactive and ongoing engagement with all primary health, acute, subacute and aged care service providers to achieve optimal client outcomes along a continuum of integrated care
- Assess, plan, organise, deliver, evaluate, and report on the provision of high quality care in accordance with WMH, SESLHD, NSW Ministry of Health policies and clinical practices, to achieve patient/client health outcomes within MoH and CESP HN specified timeframes/KPIs
- Apply professional knowledge and judgement when performing novel, complex or critical tasks specific to Nursing practice and plan and prioritise own and team work requirements to effectively meet defined patient/client care objectives within agreed timeframes
- Actively identifies and provides areas for further education within health workforce

### **People management & teamwork:**

- Contributes to effective team dynamics and client and stakeholder relationships utilising high level communication and negotiation skills
  - Actively engages with all members of the GFS MDT for the best client care outcomes and the effectiveness and efficiency of the GFS
  - Acts as an appropriate and effective professional role model and promotes a culture that reflective of the organisational (Uniting and NSW MoH) values through demonstrated behaviours and interactions with patients/clients/employees
  - Actively engages with and seeks out opportunities for collaboration across the WMH campus
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### **Work Health Safety and Welfare Requirements:**

All staff are required to assist in creating and maintaining a safe and healthy work environment by working in a safe and healthy manner, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision.

- Incident rates monitored related to policy and procedure requirements or breaches
  - Evidence of training in relation to clinical service provision and policies and procedures
  - 100% compliance with mandatory training requirements
  - Incident and complaint response and turnaround times are within requirements
  - Escalation of issues identified in relation to resources and unit performance
  - Evidence that complaint causes are used to remodel service delivery
  - Evidence of Quality Improvement outcomes
  - Risk assessments are undertaken and documented
  - Reporting of incidents related to WHS, infection control and sterilisation issues
  - Monitoring of locally agreed Key Performance indicators
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## **PROFESSIONAL SKILLS AND KNOWLEDGE**

### **Qualifications, Skills & Experience:**

- Current Registered Nurse registration with the Australian Health Practitioner Regulation Agency (AHPRA) List A, and also an unrestricted NSW Class C Driver's Licence
- Relevant post registration qualification in Aged Care, Community, Rehabilitation or other and at least 3 years' experience working in the specified clinical area
- Demonstrated advanced clinical nursing skills and the ability to coordinate short term case management of patients with complex needs
- Exercises extended autonomy of decision making and appropriate escalation as required
- Excellent interpersonal and communication skills and demonstrated ability to work effectively within a multi-disciplinary team
- Understanding of the principles of Integrated Care within the community setting
- Demonstrated knowledge of Quality Improvement principles and awareness of community service requirements relating to accreditation and WHS processes
- Demonstrated experience with clinical documentation systems and Microsoft Office suite with demonstrated highly developed computer skills

Employee Name:		Managers Name: Title	
Date:		Date:	
Signature:		Signature:	

## JOB DEMANDS CHECKLIST

Job Title: Clinical Nurse Specialist  
 Department: Geriatric Flying Squad  
 Assessor: Genevieve Maiden  
 Date of Assessment review: October 2022

Service/Unit: War Memorial Hospital  
 Manager / Supervisor: GFS NUM  
 Date of Assessment: October 2021

### Definitions:

★ Denotes a critical requirement of the job

### Frequency

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

CRITICAL ★	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Sitting</b> Remaining in a seated position to perform tasks			x			
	<b>Standing</b> Remaining standing without moving about to perform tasks			x			
	<b>Walking</b> Floor type: even/uneven/slippery, indoors/outdoors, slopes			x			
	<b>Running</b> Floor type: even/uneven/slippery, indoors/outdoors, slopes	x					
	<b>Bend/ Lean Forward from Waist</b> Forward bending from the waist to perform tasks		x				
	<b>Trunk Twisting</b> Turning from the waist while sitting or standing to perform tasks		x				
	<b>Kneeling</b> Remaining in a kneeling posture to perform tasks		x				
	<b>Squatting/ Crouching</b> Adopting a squatting or crouching posture to perform tasks		x				
	<b>Crawling</b> Moving by crawling on knees & hands to perform tasks						x
	<b>Leg/ Foot Movement</b> Use of leg and or foot to operate machinery						x
	<b>Climbing (stairs/ladders)</b> Ascend/ descend stairs, ladders, steps, scaffolding	x					
	<b>Lifting/ Carrying</b>		x				
		x					
		x					
	<b>Reaching</b> Arms fully extended forward or raised above shoulder	x					
	<b>Pushing/ Pulling/ Restraining</b> Using force to hold/restrain or move objects toward or away from body	x					
	<b>Head/ Neck Postures</b> Holding head in a position other than neutral (facing forward)		x				
	<b>Hand &amp; Arm Movements</b> Repetitive movements of hands & arms	x					
	<b>Grasping/ Fine Manipulation</b> Gripping, holding, clasping with fingers or hands		x				
	<b>Work at Heights</b> Using ladders, footstools, scaffolding, or other objects to perform work	x					
	<b>Driving</b> Operating any motor powered vehicle			x			
CRITICAL ★	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Sight</b> Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen				x		
	<b>Hearing</b> Use of hearing is an integral part of work performance e.g. telephone enquiries				x		
	<b>Smell</b> Use of smell is an integral part of work performance e.g. working with chemicals		x				
	<b>Taste</b> Use of taste is an integral part of work performance e.g. food preparation						x
	<b>Touch</b> Use of touch is an integral part of work performance			x			
CRITICAL	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)	FREQUENCY					

*	Assisting ↓	I	O	F	C	R	N/A
	<b>Distressed people</b> e.g. emergency or grief situations		x				
	<b>Aggressive &amp; uncooperative people</b> e.g. drug/alcohol, dementia, mental illness		x				
	<b>Unpredictable people</b> e.g. dementia, mental illness and head injuries		x				
	<b>Restraining</b> Involvement in physical containment of patients/clients						x
	<b>Exposure to distressing situations</b> e.g. child abuse, viewing dead/mutilated bodies						x
CRITICAL *	<b>ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)</b>	<b>FREQUENCY</b>					
		I	O	F	C	R	N/A
	<b>Dust</b> Exposure to atmospheric dust						x
	<b>Gases</b> Working with explosive or flammable gases requiring precautionary measures						x
	<b>Fumes</b> Exposure to noxious or toxic fumes						x
	<b>Liquids</b> Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						x
	<b>Hazardous substances</b> e.g. dry chemicals, glues						x
	<b>Noise</b> Environmental/background noise necessitates people to raise their voice to be heard						x
	<b>Inadequate lighting</b> Risk of trips, falls or eyestrain						x
	<b>Sunlight</b> Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						x
	<b>Extreme temperatures</b> Environmental temperatures are < 15°C or > 35°C						x
	<b>Confined spaces</b> Areas where only one egress (escape route) exists						x
	<b>Slippery or uneven surfaces</b> Greasy or wet floor surfaces, ramps, uneven ground						x
	<b>Inadequate housekeeping</b> Obstructions to walkways and work areas cause trips & falls						x
	<b>Working at heights</b> Ladders/stepladders/ scaffolding are required to perform tasks						x
	<b>Biological hazards</b> 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.....