

**Position Title:** Clinical Nurse Consultant  
**Award:** Public Hospitals Nurses (State) Award  
**Award Classification:** Clinical Nurse Consultant  
**Hours:** FT [  ] PT [  ] – Specify hours a week ...CW [  ]  
**Unit:** Intensive Care Unit

**This position reports to Co-Director, Division of Critical Care.**

**This position has the following positions reporting to it:**  
Nil

**The key strategic objectives for your team or division are:**

- Working with our community and staff to develop a shared sense of direction
- Working in partnership with other agencies to improve health
- Ensuring that people in XXXX access health services according to need
- Making the best use of and fairly allocating existing and incoming resources
- Developing effective and efficient health services which focus on improved health
- Attract, develop and retain the best staff
- Becoming a learning and teaching organisation

In addition to the core competency standards for this position, you are expected to comply with/achieve the following:

- The Area's Performance Management policy
- Your OH&S responsibilities as an employee
- The Area's Code of Conduct

**Performance Management:**

Your work performance will be managed (with you) by your immediate manager on a continual basis. You should actively participate in this process.

In addition to regular and ongoing support, coaching, guidance and feedback, you will be required to participate in formal performance management interviews. The first will take place about three months after you commence employment and then at least once every year. You and/or your manager may wish to formally meet more frequently. The standard of performance that is required for this position is determined by the relevant competency standards, this job description and any other agreed activities.

**Minimisation and Management of Aggression**

All staff will attend an "Introduction to Minimisation and Management of Aggression" training session within 3 months of commencement.

Some staff groups are at relatively higher risk of encountering aggressive behaviour from clients when working in certain "front-line" locations in the Health Service. Occupants of such positions will, where appropriate, be provided with additional training in aggression management.

**INDIVIDUAL KNOWLEDGE AND SKILLS FOR THIS POSITION:**

**Essential:**

- Current Authority to Practice - List A

- Substantial experience in contemporary Intensive Care Nursing Practice
- Completed Masters or working towards completion
- Intensive Care qualification
- Effective verbal and written communication skills
- Proven ability to implement change
- Excellent written and oral communication skills
- Proficient computing skills in word-processing and database development
- Sound understanding of EEO and OH&S principles
- Relevant management experience

**Desirable:**

- Demonstrated experience in research publications and presentations
- Experience with clinical leadership
- Demonstrated experience in policy development

**OVERALL OBJECTIVES OF THE POSITION:**

1. Facilitate networking
2. Facilitate common evidence based policies
3. Advise on clinical standards
4. Facilitate the formation of strong area nursing links
5. Facilitate change in service provision
6. Assist in clinical decision making
7. Involve in clinical audit of selected cases
8. Consult informally as requested with other Intensive Care Units in the area
9. Carry out such responsibilities consistent with the relevant award or terms of employment as may be directed or implied from time to time.

**KEY PERFORMANCE AREAS FOR THIS POSITION:**

**1.0 Clinical**

- 1.1 Serve as clinical nurse resource person for the critically ill clients.
- 1.2 Advise medical, nursing and allied health personnel of appropriate case management according to critical care protocols.
- 1.3 Assist with technical or specialised procedures
- 1.4 Maintain own clinical skills by undertaking direct patient care in critical areas
- 1.5 Attend unit rounds when available
- 1.6 Monitor and trial equipment in conjunction with the authorised officer
- 1.7 Provide clinical support outside of the critical care area as requested or as guided by the client "follow-up" service.
- 1.8 Review clients discharged from ICU according to set criteria to evaluate ongoing management and identify potential problems, including collection of statistical data.
- 1.9 Provided the opportunity for consultation from other critical care units within the area health service

**2.0 Education**

- 2.1 Be available to participate in individualised and group staff education programs
- 2.2 Participate in the provision of theory to critical care nursing course
- 2.3 Participate in the staff orientation programs.
- 2.4 Participate in the review and revision of critical care courses.
- 2.5 Co-ordinate basic and advanced life support training throughout the hospital, utilising resource persons, including medical and nursing education
- 2.6 Present education and research information at professional forums.
- 2.7 Actively pursue and maintain self education and professional development
- 2.8 Maintain membership of appropriate professional organisations
- 2.9 Act as a resource person for other hospital, educational institutions and community services in critical care management.

- 2.10 Consult with medical and allied health services regarding management of clients.

### **3.0 Management**

- 3.1 By attending appropriate meetings, be aware of management initiatives which may impact on critical care.
- 3.2 Liaise with the Directors of Critical Care regarding day to day working issues.
- 3.3 Work with the Nursing and Medical Directors of Critical Care in strategic planning for the future development and direction of critical care services
- 3.4 Submit statistics appropriate to the service.
- 3.5 Prepare reports and submissions as requested
- 3.6 Review and advise on relevant procedures, practice and guidelines.
- 3.7 Liaise with the Nursing Education department where appropriate on aspects of the teaching of critical care staff.
- 3.8 Maintain staff lecture attendance and content records as appropriate
- 3.9 Advise the relevant planning authorities on nursing and client needs during redevelopment of critical care areas in conjunction with the NUM and Unit Director.

### **4.0 Personnel**

- 4.1 Interact as appropriate with all levels of staff to facilitate communication.
- 4.2 Establish and maintain communication channels for nursing staff within the hospital and area health service.
- 4.3 Establish regular communication networks with medical, paramedical, educational and community services
- 4.2 Promote professional interest in critical care nursing
- 4.3 Assist with selection and recruitment of staff as required
- 4.4 Establish and promote communication with ward nursing staff in all areas within the hospital

### **5.0 Quality Management/Research**

- 5.1 Document, analyse and review client management related to critical care
- 5.2 Disseminate appropriately the results of research projects
- 5.3 Initiate research to advance clinical knowledge and improve patient care, and advise and assist with other clinical research projects.
- 5.4 Publish and present research to appropriate professional forums
- 5.5 Advise and assist with research projects
- 5.6 Disseminate appropriately the results of research projects
- 5.7 Assist with development of Unit Quality Management Programmes
- 5.8 Act as Liaison Officer for resuscitation procedures and equipment throughout the hospital.
- 5.9 Promote communication with ward CPR trainers on changes and ongoing improvement of resuscitation techniques and/or equipment.
- 5.10 Work together with the NUM and Unit Director as well as other medical and nursing staff to identify and develop strategies for service improvement and facilitate implementation of these changes.
- 5.11 Work with individual groups involved in CQI projects to facilitate group processes and successful project outcomes
- 5.12 Any other duties as requested by Co-Director (Nursing) for the Division of Critical Care.

### **6.0 Occupational Health & Safety**

- 6.1 Promote safe quality practices within the guidelines of OH&S legislation.
- 6.2 Provide and maintain a comfortable, healthy, clean and safe environment for clients, visitors and staff by taking corrective action where necessary to maintain high environmental controls and safety standards.

### **7.0 Equal Employment Opportunity**

- 7.1 Be aware of and act within the bounds of the EEO policy of
- 7.2 Be aware of and act within the bounds of the Anti Discrimination Policy of Sexual harassment will not be tolerated in any form, ie. behaviour, verbal or physical, which is unwelcome, persistent and/or offensive

**8.0** Any other duties requested by Area Nursing Director or Medical Adviser

## **UNIVERSAL STATEMENT OF OBLIGATIONS**

### **1. Education and Professional Development**

- 1.1. Identify knowledge deficits and pursue appropriate continuing education and clinical updating.
- 1.2. Attend mandatory education in Fire, Manual Handling and any other training courses specified by management which will enhance personal development and productivity requirements.
- 1.3. Recognise and respond to the need for accurate health promotional information for clients, visitors and other members of staff.

### **2. Clinical and/or Corporate Governance**

- 2.1. Identify the needs of clients, visitors and where possible adapt services to meet those needs.
- 2.2. Understand the accreditation processes within LHS and participate in the implementation of improvement strategies.

### **3. Code of Conduct**

- 3.1. Adhere to the NSW Health Department and XXXX professional Code of Conduct & Ethics.
- 3.2. Demonstrate accountability and ethical behaviour in the performance of all duties.
- 3.3. Respect the physical, emotional, social and spiritual needs of the client and their carers, including their right to be involved in decision-making affecting their health care.
- 3.4. Report any suspected cases of child neglect or abuse to immediate manager.
- 3.5. Be aware of medico/legal responsibilities.
- 3.6. Maintain confidentiality and privacy at all times.
- 3.7. Report suspected or actual; fraud associated with the workplace.

### **4. Occupational Health and Safety**

- 4.1. Promote safe quality practices within the guidelines of OH&S legislation.
- 4.2. Provide and maintain a comfortable, healthy, clean and safe environment for clients, visitors and staff by taking corrective action where necessary to maintain high environmental controls and safety standards.
- 4.3. Ensure own safety and safety of others by:
  - Contributing and participating in department/team safety activities.
  - Adopting Safe Work Practices (SWP) in all work procedures and respond appropriately in emergency and aggressive situations.
  - Wearing of personal protective equipment (PPE) as appropriate and in accordance with LHS policies and procedures.
  - Recognising and reporting hazards and incidents in the workplace.
  - Ensuring all incidents and accidents are reported to the appropriate people.
  - Observe the LHS Smoke Free policy.

### **5. Equal Employment Opportunity, Cultural Diversity and Anti-Discrimination**

- 5.1. Be aware of and act within the bounds of the EEO Policy of XXXX
- 5.2. Be aware of and act within the bounds of the Anti-Discrimination policy of XXXX.
- 5.3. Respond positively to the cultural beliefs and practices of clients, visitors and other staff members.
- 5.4. Be actively involved in the optimising service provision to people of Non English Speaking Backgrounds and Aboriginal and Torres Strait Islander backgrounds.
- 5.5. Harassment will not be tolerated in any form, ie behaviour, verbal or physical, which is unwelcome, persistent and/or offensive.

I agree to strictly observe the Health Service's policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

As the incumbent of this position, I have read this Job Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies and procedures of the XXX Area Health Service and can be required to work in any location under the jurisdiction of XXX Area Health Service.

**Employee's signature:** ..... **Date:** .....

**Employee's name:** .....

**Manager's signature:** ..... **Date:**.....

**Manager's name:** .....

**xxxx Area Health Service  
XXXXXHealth Service  
Job Demands Checklist**

**Tasks performed by staff. Checklist to be filled out by Supervisor/Manager**

**Position Title: Clinical Nurse Consultant**

**Division: Critical Care**

<b>Frequency Definitions</b>	
O – Occasional	Activity exists up to 1/3 of the time when performing the task
F – Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
C – Constant	Activity exists more than 2/3 of the time when performing the task
R – Repetitive	Activity involves repetitive movement
H – High Risk	Activity is considered high risk
N/A – Not Applicable	Activity is not performed by this position

<b>PHYSICAL DEMANDS</b>	<b>DESCRIPTION</b>	<b>FREQUENCY</b>					
		O	F	C	R	H	N/A
Kneeling/ Squatting	Tasks involve flexion/bending at the knees and ankle and possibly at the waist, in order to work at low levels						
Leg/Foot Movement	Tasks involve use of leg and/or foot to operate machinery						
Hand/Arm Movement	Tasks involve the use of hands/arms i.e. Stacking, reaching, typing, mopping, sweeping, sorting, inspecting						
Bending/Twisting	Tasks involve forward or backward bending/twisting at the waist						
Standing	Tasks involve standing upright for long periods of time						
Driving	Tasks involve operating motor vehicle or ride on plant						
Sitting	Tasks involve remaining in a seated position for long periods of time during task performance						
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended						
Walking	Tasks involve walking on uneven surfaces.....						
	Tasks involve walking up or down steep slopes .....						
	Tasks involve walking whilst pushing/pulling objects.....						
Climbing	Tasks involve climbing up or down stairs, ladders, trees, platforms						
Working at heights	Tasks involve working 1.8m above the ground off ladders and platforms						

PHYSICAL DEMANDS (cont)	DESCRIPTION	FREQUENCY					
		O	F	C	R	H	N/A
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one point to another, usually holding an object with the hands						
	1. Weight of object to be lifted or carried 0-9kgs .....						
	2. Weight of object to be lifted or carried 10-15kgs .....						
	3. Weight of object to be lifted or carried 16+kgs.....						
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking						
Restraining	Tasks involve restraining patients/clients or others						
Grasping	Tasks involve gripping, holding, clasping with fingers or hands						
Manual Dexterity	Tasks involve fine finger movements i.e. Keyboard operation, writing, repair of equipment						

SENSORY DEMANDS	DESCRIPTION	FREQUENCY					
		O	F	C	R	H	N/A
Sight	Tasks involve the use of eyes as an integral part of task's performance i.e. Looking at computer screens, instruments and gauges						
Hearing	Tasks involve working in a noisy area above 85dBA e.g. workshop						
Smell	Tasks involve the use of smell senses as an integral part of the task performance i.e. working with chemicals						
Taste	Tasks involve the use of taste as an integral part of the job						
Touch	Tasks involve the use of touch as an integral part of the job						
Colour	Tasks involve differentiation of colour						

PSYCHO-SOCIAL	DESCRIPTION	FREQUENCY					
		O	F	C	R	H	N/A
Distress	Tasks involve interacting with distressed people						
Aggression	Tasks involve interacting with people who may be aggressive both physically and verbally						
Death	Tasks involve viewing/handling deceased and/or mutilated bodies						
Police	Tasks involve treating patients who are in police custody or under police protection						
Psychoses	Tasks involve interacting with or providing care to persons who may have a psychological or psychiatric disorder						

EXPOSURE TO HAZARDS	DESCRIPTION	FREQUENCY					
		O	F	C	R	H	N/A
Dust	Tasks involve working in a dusty environment e.g. sawdust						
Gases	Tasks involve working in areas affected by gas, or working directly with gases						
Fumes	Tasks involve working with hazardous fumes						
Liquids	Tasks involve working with liquids which could cause skin irritations						
Hazardous Substances	Tasks involve the handling storage or transportation of hazardous substances						

EXPOSURE TO HAZARDS (cont)	DESCRIPTION	FREQUENCY					
		O	F	C	R	H	N/A
Biological Matter	Tasks involve working with human biological matter including examination, storage, transportation and disposal						
Biological Hazards	Tasks involve working with blood products/body fluids						
Radiation	Tasks involve exposure to x-rays or radioactive material						
Allergenic Substances	Tasks involve exposure to allergenic substances						
Antibiotics	Tasks involve handling, transportation, administration and disposal of antibiotics						
Carcinogenic Chemicals	Tasks involve exposure to carcinogenic and cytotoxic chemicals						
Manual Handling	Tasks involve manual handling						
Temperature	Tasks involve exposure to extremes in temperature e.g. working in coolrooms, freezers, outdoors or boiler rooms						
Sharps	Tasks involve the use of needles, syringes, scalpels etc.						
Electrical	Tasks involve working with electrical apparatus and currents						
Sunlight	Tasks involve exposure to UV radiation						

WORKING ENVIRONMENT	DESCRIPTION	FREQUENCY					
		O	F	C	R	H	N/A
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance e.g. Glare, limited natural light						
Ventilation	Tasks involve working in areas with poor air flow or ventilation						
Workplace Access	Tasks involve difficult access to or movement from site to site						
Confined Space	Tasks involve working in confined spaces						
Safety Critical Issues	Tasks involve direct responsibility for the safety of others						
Surfaces	Tasks involve working on slippery or uneven surfaces						
Housekeeping	Tasks involve working within areas with poor housekeeping						
Personal Protective Equipment	Tasks involve the use of personal protective equipment						
Plant and Machinery	Tasks involve the use and operation of plant and/or machinery						
	Light.....						
	Heavy .....						
	Portable.....						

Assessed by: .....

Position: .....

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**XXXXXXXXX Area Health Service  
XXXXXXXX Health Service  
Statement of Physical Status**

I have read the inherent job requirements for the position. I understand the listed physical requirements of the position and make the declaration below:

- I am not aware of any health condition/s (physical or mental) that might prevent me from performing the inherent requirements of this position
  
- I have a health condition that may require the employer to provide me with services or aids (adjustments) so that I can adequately perform the inherent job requirements of this position. Any adjustments I may need have been discussed with the position's manager together with Human Resources, prior to completing this health declaration

I am aware that any false or misleading statements may threaten my appointment or continued employment with XXXXXX Health Service

Signature: .....

Printed Name of Applicant: .....

Position Title/Classification: .....

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_