

POSITION DESCRIPTION CIRCULAR

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| Distribution: ACUTE CARE UNIT NURSING MANAGEMENT | Title CLINICAL DATA COLLECTION AND CLINICAL SUPPORT NURSE FOR THE ACUTE CARE UNIT | Ref: Reviewed: 02/00 |
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HEALTH SERVICE:

DEPARTMENT: Acute Care Unit

POSITION TITLE: Clinical Data Collection and Clinical Support Nurse for the Acute Care Unit

AWARD CLASSIFICATION/GRADE: Public Hospital Nurses (State) Award

RESPONSIBLE TO: Manager of Nursing Services through the Nursing Unit Manager and the Medical Director of the Acute Care Unit

CORE SKILLS:

Essential:

1. Registered Nurse with current NSW registration.
2. Minimum of five (5) years post basic experience and at least three (3) years recent critical care nursing.
3. A commitment to education, training and quality assurance.
4. Accredited Post Basic Certificate in Acute Care Nursing.
5. Demonstrated good clinical teaching and communication skills.
6. Knowledge of confidentiality issues.
7. Current, unencumbered driver's licence.
8. Basic knowledge of computerised data collection and generation of reports from this data.

Desirable:

1. Computer skills.
2. Advanced knowledge of computerised data collection and generation of reports from this data.
3. Research skills.

FUNCTION:

1. DATA MANAGEMENT

1. To enter patient clinical data in the computerised database of the Australian and New Zealand Intensive Care Society (ANZICS). To submit this data regularly to the National ANZICS database.
2. To generate reports of clinical relevance from this database.
3. To collect relevant clinical data for patients In the Acute Care Unit at XXXX

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2. CLINICAL SUPPORT

1. Provide clinical support to the NUM, CNE, nursing staff in delivery of education patient care and be part of a multidisciplinary unit team.

DUTIES AND RESPONSIBILITIES:

• PROFESSIONAL

1. Encourage professional development of staff to update skills and knowledge.
2. Participate and be an active member of appropriate committees within XXX to review and promote a high standard of patient care.
3. Undertake continuing education in areas of critical care for own professional development and maintain awareness of current trends and changes in nursing practice and education In Acute Cue Nursing.
4. Demonstrate a commitment towards EEO.
5. Initiate and participate in quality improvement activities.
6. Participate and encourage development of nursing research activities.
7. Attend compulsory hospital inservice.
8. Ensure performance appraisal is completed at three months then annually.
9. Perform other duties not being inconsistent with the awards or terms of employment directed by the NUM, Nurse Manager or Medical Director of the Acute Care Unit at XXXX.
10. Encourage and support CNS's in the educational aspects of their role and professional development.
11. Act as a clinical and professional role model to other staff.

• DATA COLLECTION

12. Collect relevant clinical data of admissions to the Acute Care Unit from patient notes and other sources following guidelines of ANZICS Database.
13. Analyse relevant clinical information.
14. Enter clinical data onto computerised ANZICS Database.

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- 15. Generate and submit data reports to National ANZICS Database.
- 16. Give feedback to NUM and Director of Acute Care Unit on reports.
- 17. Generate other reports as required by the NUM and Director of Acute Care Unit.

- EDUCATION / CLINICAL

- 18. Provide clinical support to CNE as necessary with orientation of new staff to the unit, ongoing education and inservice within the unit.
- 19. Assist CNE in assessment of clinical competency based assessment skills for the Acute Care Unit for both Registered Nurses and Enrolled Nurses - update regularly.
- 20. Assist in the development of critical pathways where diagnosis allows for Acute Care patients.
- 21. Assist with clinical procedures as an education tool for staff.
- 22. Assist in the development and implementation of Acute Care nursing standards.
- 23. Be able to work well as a team member of the multi-disciplinary Acute Care team, providing education and support and communication to staff.

- GENERAL

- 24. Maintain a cohesive and friendly work environment.
- 25. Have a sound knowledge and understanding of the OH & S guidelines within the workplace and promote a safe workplace environment.
- 26. Ensure completion of compulsory annual lectures in the areas of fire, disaster. emergency procedures, medication calculations and manual handling.
- 27. Be aware of and abide by individual responsibilities including providing information to nurses under his/her control regarding hazards related to their work; providing, direction and supervision and report hazards to senior management in accordance with the Occupational Health and Safety Act. 1983.
- 28. Be aware of and abide by the Infection Control policies and procedures of the NSW

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Manager of Nursing Services

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Employee