

PURPOSE:

Maximise the quality of life for people who are aged and disabled in the Victorian community

VISION:

Caring together, creating choice, respecting lives

VALUES:

We value interactions and relationships that are:

- Caring
- Accountable
- Respectful
- Ethical

We demonstrate these values through:

- Supportive and compassionate care and services
- Responsible and professional behaviours
- Authentic and thoughtful communications
- Fair partnerships

POSITION:	Continence Nurse Advisor
PROGRAM:	Home and Community Services
RESPONSIBLE TO:	Manager Home Nursing Services

SUMMARY OF POSITION:

The Continence Nurse Advisor functions as a specialist Continence Nurse for mecwacare community and in-home services. The Continence Nurse Advisor provides best practice clinical management in continence care and other relevant clinical care, to support mecwacare’s community clients through expert assessment, care planning and care provision.

The Continence Nurse Advisor is responsible for:

- providing advice and maintenance of care to all clients with a continence need, including clients requiring catheter management and support.
- providing consultation to other mecwacare staff regarding clients with a continence need and continence/clinical issues as required.
- creating and maintaining links with continence associations and other community providers.
- performing other client related assessments, duties and visits as required to meet the ongoing needs of the mecwacare community client base.

KEY SELECTION CRITERIA:

Essential:

- Current registration with AHPRA as a Registered Nurse (Division 1)

Murphy
approved
16/9/19

- Post graduate qualification in continence management
- Acute or community experience working as a continence nurse
- Accredited provider able to order client products with the State-Wide Equipment Program
- Expert knowledge and understanding of the issues related to both continence and catheter management in both children and adults
- Knowledge and experience of community-based care and support services
- Knowledge and understanding of funded programs within the community environment
- Advanced assessment and care planning skills
- Advanced problem solving and judgement skills
- Demonstrated ability to show initiative, establish work priorities and meet deadlines
- Demonstrated high level skills in customer service
- Well-developed written and oral communication skills

Desirable:

- Other specialist nursing knowledge, qualifications and experience

SPECIFIC RESPONSIBILITIES:

In consultation with key stakeholders:

Assessment, Care planning and Product Support

- Complete assessments and care plans for clients with a continence or catheter need (or other relevant clinical need) and plan care strategies as required.
- Provide product advice to mecwacare clients and order client products via the State-Wide Equipment Program or relevant funding program.
- Provide advice and support to staff and clients regarding appropriate products/equipment to support continence management.

Collaboration and Referral Pathways

- Liaise with other community providers and GPs regarding client care as appropriate
- Support the establishment of referral pathways by establishing relationships and processes with referral sources and promotion of mecwacare's service offerings (e.g. GPs, continence advisory networks, continence registers).
- Liaise with and attend relevant service provider forums
- Undertake relevant network promotional and marketing activities.
- Liaise with mecwacare service areas to identify clients who would benefit from continence assessments and management and facilitate the required referrals.

Continence/Clinical Processes

- In alignment with best practice, review and refine policies, procedures and tools in relation to continence services and other relevant services in the community setting
- Develop a range of continence specific resources for staff and clients
- Remain informed about changes to program guidelines and funding availability with implications for continence management.
- Participate in committees and working groups as required.
- Identify opportunities for improvement to continence/clinical systems, including undertaking audits and clinical reviews.

Education and Competency Assessment

- Liaise with the General Manager Home Nursing and Care Services and Service Manager regarding continence specific education requirements.

- Provide education to clients and representatives about identified continence needs.
- Provide individual and group training on continence management to staff as required
- Undertake continence competency assessments for staff.
- Participate in professional development and upskilling to maintain currency of knowledge and practice.

General

- Undertake other general nursing duties to meet client needs as directed by Service Manager
- Comply with responsibilities as outlined in policies and procedures

ACCOUNTABILITIES:

KEY RESULT AREA	PERFORMANCE MEASURES
Assessment, Care planning and Product Support	
Commitment to the development, management and delivery of quality continence care in a variety of community settings.	<ul style="list-style-type: none"> • Referral/assessment data shows evidence of timely response to continence referrals. • Evidence that responsibilities and practices relating to continence care are in alignment with relevant standards and funding guidelines.
Provide independent timely client assessments and quality clinical care following continence referrals.	<ul style="list-style-type: none"> • Availability of relevant assessments and care plans for all clients with continence referrals. • Assessments, care plans and care plan reviews for continence clients shows evidence of alignment between identified strategies and goals/outcomes for clients and appropriate evaluation. • Evidence that product/equipment advice is provided and appropriate products/equipment ordered via the State-Wide Equipment Program or relevant funding program. • Client documentation shows ongoing review and evaluation of client continence needs/outcomes and appropriate follow up of changing care needs. • Clinical incident data indicates effective catheter management strategies are in place for clients. • Evidence of client satisfaction with services provided.
Collaboration and Referral Pathways	
Promote mecwacare’s continence services and establish effective referral pathways.	<ul style="list-style-type: none"> • Referral/assessment data shows evidence of increase in number of referrals from particular referral sources following establishment of pathways and processes with key referral sources. • Evidence of established processes and links with key internal and external stakeholders and referral sources.

	<ul style="list-style-type: none"> • Data and feedback from key stakeholders suggesting increase mecwacare profile as a preferred provider of continence management services. • Evidence of attendance at relevant networking events.
Continenence/Clinical Processes	
<p>Participate in and contribute to the development and implementation of processes relating to continence/clinical care across the community.</p>	<ul style="list-style-type: none"> • Evidence of development and implementation of continence/clinical processes in collaboration with key stakeholders. • Evidence of participation in committees/work groups as required. • Evidence of systems and processes supporting quality continence management, in alignment with best practice and funding guidelines. • Availability of continence resources and continence specific assessment tools developed in alignment with best practice and mecwacare policies and procedures. • Evidence that opportunities for improvement are identified and implemented in collaboration with key stakeholders.
Education and Competency Assessment	
<p>Support client knowledge and staff knowledge/skills in continence management.</p>	<ul style="list-style-type: none"> • Evidence of provision of continence advice and education and clients and staff. • Evidence of completion of staff continence competency assessments. • Evidence of clinical competency of community based staff supporting continence management.
General	
<p>Support the provision of holistic nursing services to clients with complex needs.</p>	<p>Undertake general nursing assessment, reviews of complex client needs and other nursing services in the Home Nursing and Care Services/Community Services program in accordance with service demand and professional scope of practice.</p>
Teamwork and Communication	
<p>Demonstrate the ability to work collaboratively and enthusiastically to achieve team goals.</p>	<ul style="list-style-type: none"> • Evidence of participation in team meetings and other team activities. • Evidence of participation in appraisal process. • Feedback from key stakeholders
<p>Provide prompt and courteous service to all clients, colleagues and internal/external stakeholders, maintain confidentiality on all issues relating to the organisation, clients and fellow colleagues.</p>	<ul style="list-style-type: none"> • Internal and external feedback mechanisms demonstrate professional and ethical behaviour. • Internal audits reflect best practice.

Personal and professional development	
Participate in professional development to maintain current knowledge and skills.	<ul style="list-style-type: none"> Evidence of attendance at professional development events as required/approved by Manager.
Attend mandatory training sessions provided by the organisation	<ul style="list-style-type: none"> Participate in mandatory training as required by role.
Safety and emergencies	
Maintain a healthy and safe work environment including compliance with OHS legislation and standards and mecwacare policies and procedures.	Internal audit results indicate safe practice and compliance with policies and procedures.
Report all incidents involving clients, staff and others.	Evidence of appropriate reporting of incidents to Manager within required timeframes.
Participate in the organisation-wide Occupational Health and Safety program.	Attendance at annual mandatory training.
Continuous improvement	
Understand the need for continuous quality improvement and report issues when identified.	Evidence of appropriate identification of opportunities for improvement and reporting of issues to Manager

EMPLOYEE STATEMENT

I have read, understand and accept the above Position Description.

Employee Name : _____

Employee Signature : _____ **Date:** _____