

## Position Description

<b>POSITION:</b>	Child and Family Health Nurses (CFHN) and Midwife (CFHN) to work in the Residential Inpatient Unit & Virtual Residential Parenting Services
<b>LOCATION:</b>	Residential Inpatient Unit and Virtual Residential Parenting Service
<b>STATUS:</b>	Contract until June 30 2025 (with possible extension)
<b>HOURS:</b>	<b>Part –time up to 24 hours per week (24 hour rotating roster)</b>
<b>OPERATIONAL BASE</b>	Karitane Early Parenting Service at Campbelltown Hospital site
<b>VACCINATION CATEGORY</b>	A
<b>RESPONSIBLE TO:</b>	Director of Clinical Services through Acting Nurse Unit Manager

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### SUMMARY ROLE AND FUNCTION

Karitane staff provides safe, effective, quality care consistent with the organisation's mission, philosophy, values and standards of care, and adhere to the Professional Code of Conduct.

Professional practice must reflect adherence to agreed professional standards and be responsible for the delivery of clinical services under the supervision of the Manager.

Performs within the policies and procedures of Karitane.

### KEY SELECTION CRITERIA:

1. Current NSW Registration Nurse (NSW) List A
2. Child and Family Health Nursing Qualification
3. Demonstrated extensive experience( minimum 3 years) in Child and Family Health Nursing with an understanding of current evidence informed practice
4. Demonstrated experience or willing to learn the delivery of virtual care.
5. Demonstrates an understanding of clinical care standards, policies, guidelines and directives that apply to virtual care and various modalities
6. Demonstrated advanced communication skills in mixed modalities
7. Ability to work independently and as part of a multidisciplinary team

8. Demonstrated advanced computer skills
9. Familiarity with data collection systems and practices
10. Demonstrated ability to work in partnership and deliver customer-centric healthcare through technology
11. Demonstrated ability to multi-task, set priorities and manage time effectively

## CONDITIONS OF EMPLOYMENT

Various employment status is in accordance with the Named NSW (Non - Declared) Affiliated Health Organisations' Nurse's Agreement 2017. Shift times and days may be varied according to the needs of the organisation. Karitane services are provided at a number of sites within the Sydney Metropolitan Area and across NSW.

The majority of Karitane services close for approximately two weeks over the Christmas/New Year period, during which time employees are required to take leave.

Karitane supports a smoke free environment including grounds, buildings and vehicles.

Applicants will have a commitment to EEO & WHS, ethical practice and the principles of cultural diversity.

Relevant Police Check, Working with Children Check, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants

## STATEMENT OF DUTIES

Listed are the primary Duties of this role and the Performance Standards required to undertake the duties.

## RESPONSIBILITIES

Practices in accordance with the recognised standards for Nursing Practice, Codes of Ethics and Professional Conduct for Australian nurses, plus legislation affecting nursing practice and common law.

## CLINICAL

Providing care in keeping with recognised standards where the primary objective is to assist parents and their children in order to promote optimal health and wellbeing. Care is provided within the framework of Karitane Policies and Procedures.

### Duties

- The Registered nurse provides care and support to clients and families to assist them in the management of their child/ren in order to promote optimal health and wellbeing of the child and family.

- Attend CFHN Video Call Consultations and work with families within the clinical scope of practice within the Virtual Residential Parenting Service model
- Working in partnership, formulate, implement and evaluate a family management plan that recognises and facilitates the parents' right in the health care of their child.
- Identifies actual or potential issues of concern through application of clinical judgement.
- Maintain accurate client records and ensure that records are secured at all times and forwarded in accordance with Karitane Policy.
- Provide referral information to clients specific to their requirements.
- Attend and participate in case conference meetings within multidisciplinary teams as required.
- Liaise with multidisciplinary team members and other agencies relating to effective client management as necessary.
- Support and supervise new staff as required.
- Identify, promote and participate in the evaluation of service delivery provided to the clients receiving a CFHN Video Call Consultation - Receiving both inpatient and virtual consultations.

## ORGANISATIONAL

Function in accordance with the policy and Mission statement of Karitane.

### Duties

- Document all client activities undertaken during consultations
- Report to direct line manager any issues arising during consultations that may be of concern and require escalation
- Complete all clinical tasks as required within specified period.
- Develop an understanding of Karitane policies and procedures.
- Complete statistical data as required.
- Participate in Quality Assurance activities.
- The incumbent position may be directed by management to undertake new or additional tasks in response to the work setting.

## QUALITY IMPROVEMENT

### Duties

Participate in outcome based quality improvement activities that optimise levels of care, and improve customer satisfaction.

## **Performance Standard**

This is demonstrated by your ability to:

- Evaluate practice and identify areas that could be improved
- Participate in Quality Management activities and accreditation programs.

## **UNIVERSAL STATEMENT OF OBLIGATIONS**

### **EDUCATION AND PROFESSIONAL DEVELOPMENT**

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

### **CLINICAL AND/OR CORPORATE GOVERNANCE**

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

### **CODE OF CONDUCT**

- Adhere to the Ministry of Health Code of Conduct and Ethics.
- Demonstrate accountability and ethical behaviour in the performance of all duties.
- Respect the physical, emotional, social and spiritual needs of clients and families including their right to be involved in decision-making affecting their health care.
- Report any suspected cases of child neglect or abuse to immediate manager.
- Be aware of medico/legal responsibilities.
- Maintain confidentiality and privacy at all times.

- Report suspected or actual fraud associated within the workplace.

## **WORK HEALTH & SAFETY, SECURITY AND FIRE SAFETY:-**

- Maintain a current driver's licence and provide a photocopy of same at annual performance appraisals.
- Adhere to Karitane's Work Health and Safety policy and procedures.
- Commitment to and understanding of NSW Health Smoke Free- free Health Care Policy
- Assist with the security of the building through the correct handling of keys.
- Report any damage or repairs required to buildings, furniture and equipment to the appropriate supervisor so that repairs can be arranged.
- Adhere to Karitane's procedures for 'Risk Management' of identified risks.
- Ensure all office equipment and lighting is turned off and work area is secure before leaving each day.
- Attend education sessions regarding WHS, security & fire safety.
- Follow the protocols for Incident Management & Reporting.
- Participate in security risk identification/assessment & report any suspicious occurrences/potential for aggressive episodes.
- Assist management in the creation and maintenance of a 'zero tolerance zone' where staff and clients can enjoy an environment in which violence and verbal abuse is not tolerated.

## **EQUAL EMPLOYMENT OPPORTUNITY, CULTURAL DIVERSITY AND ANTIDISCRIMINATION**

- Be aware of and act within the bounds of the EEO Policy of SWSLHD.
- Be aware of and act within the bounds of the Anti-Discrimination policy of SWSLHD.
- Respond positively to the cultural beliefs and practices of clients, visitors and other staff members.
- Be actively involved in the optimizing service provision to people of Non English Speaking Backgrounds and Aboriginal and Torres Strait Islander backgrounds.
- Be aware of the NSW Health Zero Tolerance Policy.

## **Performance Management:**

Performance appraisal will be carried out at three months and then annually with your Manager.

## Exit Interview

Participate in an Exit interview on termination.

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 Karitane.

.....

Employee

.....

Date

.....

Chief Executive Officer

.....

Date

## NURSING - JOB DEMANDS CHECKLIST

PHYSICAL DEMANDS	FREQUENCY
<b>Sitting</b> - remaining in a seated position to perform tasks	<b>Frequent</b>
<b>Standing</b> - remaining standing without moving about to perform tasks	<b>Infrequent</b>
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	<b>Occasional</b>
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	<b>Not Applicable</b>
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	<b>Occasional</b>
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	<b>Occasional</b>
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	<b>Not Applicable</b>
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	<b>Infrequent</b>
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	<b>Not Applicable</b>
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	<b>Infrequent</b>
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	<b>Infrequent</b>
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	<b>Not Applicable</b>
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	<b>Not Applicable</b>
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	<b>Infrequent</b>
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	<b>Infrequent</b>
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	<b>Infrequent</b>
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	<b>Occasional</b>
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	<b>Infrequent</b>
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	<b>Infrequent</b>
<b>Driving</b> - Operating any motor powered vehicle	<b>Not Applicable</b>

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**Our Values:** Respect, Innovation, Collaboration, Excellence

PHYSICAL DEMANDS	FREQUENCY
<b>Sight</b> - Use of sight is an integral part of work performance e.g. computer screens	<b>Frequent</b>
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	<b>Frequent</b>
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	<b>Not Applicable</b>
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation	<b>Not Applicable</b>
<b>Touch</b> - Use of touch is an integral part of work performance	<b>Infrequent</b>
PHYSICAL DEMANDS	FREQUENCY
<b>Distressed People</b> - e.g. Emergency or grief situations	<b>Occasional</b>
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	<b>Occasional</b>
<b>Unpredictable People</b> - e.g. Dementia, mental illness, head injuries	<b>Infrequent</b>
<b>Restraining</b> - involvement in physical containment of patients / clients	<b>Infrequent</b>
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead /mutilated bodies	<b>Infrequent</b>
PHYSICAL DEMANDS	FREQUENCY
<b>Dust</b> - Exposure to atmospheric dust	<b>Not Applicable</b>
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	<b>Not Applicable</b>
<b>Fumes</b> - Exposure to noxious or toxic fumes	<b>Not Applicable</b>
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	<b>Not Applicable</b>
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	<b>Not Applicable</b>
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	<b>Infrequent</b>
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	<b>Not Applicable</b>
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in	<b>Not Applicable</b>

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sunlight	
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	<b>Not Applicable</b>
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	<b>Not Applicable</b>
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	<b>Not Applicable</b>
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	<b>Not Applicable</b>
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	<b>Not Applicable</b>
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	<b>Not Applicable</b>

## STATEMENT OF PHYSICAL STATUS

I have read the inherent job requirements for the position. I understand the listed physical, sensory, psychosocial and environmental requirements and the hazards of the position and mark 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. Any adjustments I may need have been discussed with positions manager, prior to completing the health declaration.

I am aware that any false or misleading statements may threaten my appointment or continued employed with Karitane.

Employee Name:

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Please print

Employee Signature:

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Date:     /     /

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Manager's Name:

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Manager's Signature:

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Date:     /     /

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## KARITANE EMPLOYEE AND MANAGERS RESPONSIBILITIES

The table below sets out the core WHS, Risk Management and Training responsibilities as an employee and manager of Karitane.

Karitane aims for excellence in client and family centred care, teaching, research and best practice in every aspect of its service. Karitane has a well-established reputation in the provision of providing child and family health services.

The purpose of this document is to ensure that employees and managers understand their obligations and responsibilities in identifying risks which may impact adversely on Karitane's provision of services.

**At Karitane** *'Our vision is for children to be safe, healthy and nurtured by confident families and communities.'*

RISK MANAGEMENT
<b>Board</b>
The Board is responsible for ensuring the implementation of policy, overseeing executives (risk owners) to ensure risks are being monitored and that appropriate controls are in place. The Board is responsible for supporting the risk management framework and ensuring that the framework supports the correct functioning of critical controls.
<b>Chief Executive Officer</b>
<p>The Chief Executive Officer (CEO) is directly responsible for Karitane's Risk Management Policy, Plan and the compliance with the relevant legislation.</p> <p>As part of that responsibility the obligation relies on the CEO to ensure that all Directors/Executives implement Risk Management policies, and appropriate work practices across the Karitane.</p> <ul style="list-style-type: none"> <li>• The CEO has the responsibility of informing the Board of the Risk Management Plan and progress.</li> <li>• The CEO is ultimately accountable and responsible for Karitane's performance</li> <li>• The CEO is responsible for robust clinical, organisational and financial governance of Karitane</li> <li>• The CEO is responsible for ensuring effective systems of internal control</li> <li>• The CEO is responsible for determining Karitane's ability to accept or tolerate risk.</li> </ul>
<b>Senior Leaders (Director/Executive Level Managers)</b>
The senior leadership team is responsible for the development and implementation of the

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Karitane Risk Management Plan. It is their responsibility to;

- Oversee the implementation of the risk plan at the Facility or functional level and the appropriate allocation and efficient use of resources
- Ensure appropriate monitoring, auditing and reporting of reported risks
- Establishing policies, operating and performance standards, budgets, plans, systems and procedures to address identified risks and reduce them to an acceptable or tolerable level
- Providing oversight of the operational risks, including reviewing and approving management of the risks, and reviewing the adequacy and effectiveness of the controls and treatments, particularly for high and extreme risks
- Managing specific policy, project and program risks
- Ensuring that risk management responsibilities are appropriately allocated across all levels of employees
- Manage and update those risks assigned to the senior leadership team
- Recognise and escalate risks as appropriate.

Core Responsibility of All Staff	Core Responsibility of All Managers
<ul style="list-style-type: none"> <li>• Be aware of your responsibilities to manage risk in your day-to-day roles and activities within your capacity, delegation and authority.</li> <li>• Carry out your role in accordance with policies and procedures and Safe Work Practices (SWPs).</li> <li>• Identify and report risks to your line manager.</li> <li>• Identify and report ineffective or inefficient risk controls.</li> <li>• Report incidents and near misses using the Incident Information Management System (IIMS).</li> <li>• Participate in risk management activities.</li> <li>• Participate in training and education programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement risk assessment and management practices in accordance with the Karitane, SWSLHD and Ministry of Health Risk Management Enterprise- Wide Policy and Framework and ensure evidence is maintained.</li> <li>• Manage risks and risk profiles within your service/area of responsibility ensuring that plans are developed and implemented which identify, assess, treat and monitor risks relevant to their portfolio.</li> <li>• Integrate the risk management process into all decisions made, including identifying uncertainties that will affect the achievement of objectives through the Risk Register.</li> <li>• Recognise and escalate risks beyond your capacity, delegation and authority.</li> <li>• Review and manage incidents using IIMS.</li> </ul>

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<ul style="list-style-type: none"> <li>Participate in audits.</li> </ul>	<ul style="list-style-type: none"> <li>Model and promote the principles of risk management to promote a robust risk management culture.</li> <li>Ensure that staff are aware of risks, control measures and are able to perform their duties within the constraints of their ability to manage risk.</li> <li>Ensure that staff have sufficient ability and authority, in accordance with delegation, resources and training to carry out their responsibilities.</li> <li>Participate in training and education programs.</li> <li>Develop and manage the department/service risk register.</li> </ul>
<b>WORK HEALTH &amp; SAFETY RESPONSIBILITIES</b>	
<b>Core Responsibility of All Staff</b>	<b>Core Responsibility of All Managers</b>
<ul style="list-style-type: none"> <li>To ensure compliance with the Work Health and Safety Act 2011 and amendments, Workplace Injury Mgmt. and Workers Compensation Act 1998 and amendments, Ministry of Health Guidelines and Australian Standards.</li> <li>To report all hazards, near misses, incidents and accidents to the Supervisor/ Manager.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure compliance with the Work Health and Safety Act 2011 and amendments, Workplace Injury Management and Workers Compensation Act 1998 and amendments, Ministry of Health Guidelines and Australian Standards.</li> </ul>
<ul style="list-style-type: none"> <li>To participate in the Workplace Rehabilitation Program.</li> </ul>	<ul style="list-style-type: none"> <li>To report all hazards, near misses, incidents and accidents to the Supervisor / Manager.</li> <li>To participate in the Workplace Rehabilitation Program.</li> <li>To notify the Return to Work Coordinator of all injuries to ensure effective rehabilitation of injured workers.</li> </ul>

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	<ul style="list-style-type: none"> <li>To ensure regular workplace inspections are conducted and recorded and all reported risks are assessed and appropriate action taken to manage risks and evaluate effectiveness</li> <li>To ensure staff are familiar with emergency procedures by organising attendance at appropriate training (e.g. Fire Safety Training).</li> </ul>
<b>WASTE MANAGEMENT</b>	
<b>Core Responsibility of All Staff</b>	<b>Core Responsibility of All Managers</b>
<ul style="list-style-type: none"> <li>Be familiar with the Karitane waste management policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>As for all staff and in addition ensure that all staff are aware of the policies and procedures and ensure that they attend</li> </ul>
<b>TRAINING</b>	
<b>Core Responsibility of All Staff</b>	<b>Core Responsibility of All Managers</b>
<ul style="list-style-type: none"> <li>To attend induction.</li> <li>To attend annual mandatory training and any other training courses specified by management which will enhance personal development and productivity requirements.</li> </ul>	<ul style="list-style-type: none"> <li>To attend induction.</li> <li>To ensure employees are provided access to appropriate training and development to assist them in personal development.</li> <li>To attend annual mandatory training and any other training courses specified by management which will enhance personal development and productivity requirements.</li> </ul>
<b>SMOKE FREE ENVIRONMENT</b>	
<ul style="list-style-type: none"> <li>Karitane and SWSLHD have been completely smoke-free from 2 July 2007. This means that smoking is not allowed in any health service buildings, vehicles or grounds. There are no designated smoking areas. To help you quit smoking, free Nicotine Replacement Therapy (NRT) is available. Staff members are entitled to 8 weeks free NRT.</li> </ul>	

As the incumbent of this position, I have read the relevant Position Description and this document. I 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 Karitane and can be required to work in any location under the jurisdiction of Karitane.

I also agree to strictly observe the Karitane'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.

**Employee Name:** \_\_\_\_\_

Please print

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Manager Name:** \_\_\_\_\_

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**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## ***References:***

SWSLHD Risk Management Responsibilities Statement SLHD Employee and Manager Responsibilities

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