

## POSITION DESCRIPTION

<b>Position Title:</b>	Registered Nurse – Community (Spinal Cord Injury)
<b>Department:</b>	NSW Spinal Outreach Service
<b>Location:</b>	Royal Rehab, Ryde, NSW

<b>Employment Screening Check:</b>	
National Criminal Record Check required:	Yes
Working with Children Check required:	Yes
Vaccination Category required:	Category A
Online Driving Record Check required:	Yes

<b>Position Purpose:</b>
<p>The role of the spinal nurse in the NSW Spinal Outreach Service is to provide specialist clinical nursing assessment, management and advice to spinal clients, carers, nursing staff and other health care professionals in the context of a community setting. The position calls for an RN with post-registration experience and/or qualifications relevant to spinal cord injury, neurological conditions, rehabilitation nursing, community nursing or chronic illness, who is highly motivated with clinical and interpersonal skills to work within a collaborative multidisciplinary team. You will learn to manage complex clients with spinal cord injury.</p> <p>The role reports to the Manager of the NSW Spinal Outreach Service (SOS) and is supported by experienced nurses within the team and organisation. You will learn to manage multiple competing caseload demands, work towards development and possible delivery of clinical education, and contribute to the service development of the team and organisation through active interest and participation with nursing colleagues in research and quality projects related to spinal nursing. This position will require periodic travel to rural NSW (approx. 1-2 times during the 6 month contract).</p>

<b>Organisation Context:</b>
<p>Based at Royal Rehab, the NSW Spinal Outreach Service, incorporating the Rural Spinal Cord Injury Service, is a State-wide Service providing specialist assessment, education, consultancy and support to people with a spinal cord injury, their families and carers and associated care agencies. The multidisciplinary clinical team consists of Occupational Therapists, other Clinical Nurse Consultants/Specialists, Physiotherapists, Social Workers and Staff Specialists.</p>

<b>Organisational Relationships:</b>	
<b>Reports to:</b>	NSW Spinal Outreach Service Manager, and professionally to the Director of Nursing, Royal Rehab.
<b>Responsible for:</b>	Professional leadership of Spinal Cord Injury community nursing

<b>Performance Review &amp; Development Planning:</b>
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Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 3 months after commencement, and annually thereafter.

### Qualifications, Skills & Experience:

#### Essential

1. AHPRA Registered Nurse with a minimum of 2 years post registration experience,
2. Post-registration experience and/or qualifications relevant to spinal cord injury, neurological conditions, rehabilitation nursing, community nursing or chronic illness.
3. Demonstrated high level written and verbal communication, interpersonal skills and the ability to identify key messages, issues and concerns when communicating with others.
4. Demonstrated ability to accurately keep records including written client records and administrative records in accordance with policies and procedures.
5. Current C unrestricted drivers' license or equivalent with access to own car
6. Competent computer user, specifically with Microsoft products.
7. Ability to travel throughout rural NSW (approx. 1-2 during the contract period for 3-4 nights duration on each occasion).

#### Desirable

1. Experience in a community-based health care setting.
2. Demonstrated awareness of and commitment to developing own spinal cord injury specific knowledge.
3. Ability to develop and promote preventative approaches to client health care with an emphasis on supported self-management and education.
4. Ability to case-manage clients and demonstrate an understanding of the roles and functions of case management within a multi-disciplinary team in community or inpatient settings.
5. Experience of quality improvement initiatives or clinical research.
6. Demonstrated understanding of adult learning styles.

### Key Internal & External Relationships:

Internal	NSW Spinal Outreach Service Manager, other SOS team members, Director of Nursing Royal Rehab, General Manager Community Services, CNC Spinal Injuries Unit, other staff at Royal Rehab, staff at Sargood on Collaroy and Metro Rehab.
External	<i>Metropolitan and Rural:</i> NDIS representatives, Enable NSW, Dept of Housing, Community based nursing (public and private), iCare Lifetime Care, iCare Workers Care, ParaQuad, SCIA, Rural Spinal Cord Injury Coordinators, insurance companies, equipment/continence suppliers, Government and non-government organisations providing services within the community, public and private hospital rehabilitation facilities, aged care and residential facilities, POWH, RNS Hospital, other metropolitan hospitals.

### Delegations/Authority

Budget	N/A
Financial Delegations	As defined by the Delegations Authority policy

### Key Responsibility Areas

Key Area of Accountability	Specific Tasks and Responsibilities
State-wide clinical service and consultancy	<ul style="list-style-type: none"> <li>• To develop over time, through experience and knowledge, an expert person-centred state-wide consultancy practice, providing spinal specific nursing education and advice.</li> <li>• Provide case coordination for a caseload of spinal clients in the community with support from the SOS team.</li> <li>• To act as Client Services Co-ordinator (CSC) supporting and referring to services required by clients either internal or external to the organisation.</li> <li>• Provide comprehensive holistic nursing assessment of complex clients and their families in supporting clients to achieve community integration goals.</li> <li>• To develop through experience and knowledge expertise in providing education on complex spinal health issues to clients and carers.</li> <li>• Attend and participates in case conferences to review client status, set goals for ongoing intervention, and organise discharge plans.</li> <li>• Provide support with nursing colleagues to Rural Spinal Cord Injury Coordinators on nursing related matters.</li> <li>• Develop over time, through experience and knowledge, expertise to be a state-wide resource person for clinicians and support teams in relation to nursing aspects for people with spinal cord injury.</li> <li>• Identify and adopt innovative clinical nursing practice models together with nursing colleagues.</li> <li>• Identify opportunities for improvement in clinical practice and develop and lead quality improvement activities with other SOS staff.</li> </ul>
Clinical leadership	<ul style="list-style-type: none"> <li>• Learn to conduct self as a role model and develop experience and knowledge to become an expert clinician in the spinal cord injury community setting.</li> <li>• Learn to contribute to the development and management of clinical processes, e.g. clinical pathways, policy, procedures and guidelines.</li> <li>• Learn to develop leadership/support in clinical practice of clients with a neurological diagnosis at facility level and through the State-wide Spinal Cord Injury Service network.</li> <li>• Learn to work collaboratively with other team members on the development and implementation of interdisciplinary programs to assist clients to maximise independence.</li> <li>• Learn to contribute to and develop the evaluation of the long-term rehabilitation outcomes for clients with a spinal cord injury and their families/carers.</li> <li>• Learn to identify significant issues impacting on the rehabilitation outcomes for people with a spinal cord injury and implement strategies to address these issues.</li> <li>• Demonstrate a commitment to own professional development and keeping knowledge up to date and in line with evidence-based practices.</li> <li>• Participate in clinical supervision as per Royal Rehab Policy and an annual performance appraisal as per Royal Rehab Performance Development Program.</li> <li>• Learn to contribute to the leadership of spinal cord injury nursing across the NSW spinal cord injury service through membership of the professional nurses group.</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Actively participate along with nursing colleagues in quality and research activities that inform best practice for SCI rehabilitation.</li> <li>• Participate in clinical research in collaboration with the SOS and/or nursing teams across Royal Rehab and the network.</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Works with the SOS nursing team in development of formal and informal education programs for non-spinal clinicians.</li> <li>• Identifies with the SOS nursing team clinical education needs of SOS staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Collaborate with others in the development and delivery of education programs utilising evidence-based practice theory and adult learning principles</li> <li>• Develops knowledge to provide educational support to hospital and community service providers regarding the needs of clients with a spinal cord injury.</li> <li>• Supervise undergraduate nursing students' clinical placement at Royal Rehab.</li> </ul>
Clinical services planning and management	<ul style="list-style-type: none"> <li>• Participate and collaborate in quality improvement initiatives.</li> <li>• Liaise with the network of community services, agencies and health professional disability groups to utilise and enhance service capacity to meet client needs.</li> <li>• Participate in planning, implementation, evaluating and reporting on services within NSW SOS and Spinal Nursing service including evaluation of the long-term rehabilitation outcomes for clients with a spinal cord injury and their families/carers.</li> <li>• Participate in developing appropriate outcome measures to monitor the function of the NSW SOS nursing services.</li> <li>• Learns to identifies future issues and new directions for the service.</li> <li>• Contributes to formal service and strategic planning processes within the organisation.</li> <li>• Collaborate with planning, implementation, and evaluation of annual plan for SOS nursing service.</li> </ul>

### GENERAL RESPONSIBILITIES

#### Work Health and Safety

Royal Rehab is committed to providing a healthy and safe workplace for all employees, clients and visitors. To facilitate this safe and healthy workplace it is your responsibility to:

- Ensure that all potential hazards, accidents and incidents are identified and notified
- Ensure your own safety and that of others

#### Equity and Zero Tolerance to Bullying, Harassment and Discrimination

Royal Rehab upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. Royal Rehab will ensure merit based selection and that all facets of employment are fair, by making unlawful discrimination of persons based on gender, pregnancy, race, religion, marital status, age, sexual preferences, disability or carer responsibilities.

As an employee of Royal Rehab it is your responsibility to:

- Deal with others in a fair and equitable manner free from harassment and discrimination
- Ensure that a working environment free from sexual or any other harassment is recognised as a basic right

#### Principles of Multiculturalism

Employees are expected to:

- Respect and make provision for culture, language and religion of others within an Australian legal and institutional framework where English is the common language
- Organise access to health care interpreting services to facilitate communication with clients who are from non-English speaking backgrounds as required
- Abide by the principles of the Multiculturalism Act 2000
- Implement the Multicultural Policies and Services Program (MPSP) within their area of responsibility

#### Code of Conduct

Royal Rehab requires a professional standard of behaviour from staff which:

- Demonstrates respect for the right of the individual and the community
- Promotes and maintains public confidence and trust in the work of the Centre

The purpose of the Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. The code provides assistance to both employers and employees when they are required to decide

what the acceptable standards of behaviour are. It underpins commitment to a duty of care to all staff and clients receiving our services. Employees should refer to the Code of Conduct for further information

### **Safety & Continuous Quality Improvement**

All employees of Royal Rehab are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employee's area of responsibility and/or interest. Royal Rehab participates in a number of relevant external accreditation and certification programs which include a continuous quality improvement approach. These programs support and facilitate the effective and efficient provision of quality care and the safety of clients of Royal Rehab.

### **Organisational Values**

Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab's values being:

#### **Honesty: We conduct ourselves with truth, openness and integrity.**

I will:

- Be sincere and genuine will all interactions.
- Communicate openly and encourage others to do the same.
- Be trustworthy in all that I do.

#### **Respect: We acknowledge and appreciate people's rights, roles, views, and feelings.**

I will:

- Treat people with dignity.
- Acknowledge and value a person's perspectives, connections and diversity.
- Be thoughtful and considerate.

#### **Working Together: We work as a team to achieve shared goals.**

I will:

- Share my knowledge, skills, experience and resources.
- Foster a culture of learning.
- Build positive relationships.

#### **Innovative Thinking: We embrace a culture of creativity to find the best solutions.**

I will:

- Explore better ways to continuously improve.
- Welcome and encourage new ideas.
- Actively participate in change.

### **Environmental Policy and Waste Minimisation**

Being a good corporate citizen Royal Rehab will seek to implement changes that will ensure that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation, the reduction of waste, and commitment to recycling

### **Smoke Free Policy**

Royal Rehab is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre

### **Royal Rehab Policies and Procedures**

It is a requirement that all Royal Rehab employees read, understand and adhere to Royal Rehab policies and procedures, paying particular attention to the following:

- Manual Handling
- Confidentiality of Patient Information
- Infection Control
- Security
- Fire Safety
- Emergency Procedures
- IT and Internet Utilisation

### Job Demands Checklist

#### Frequency Definitions

<b>O</b> = Occasional	Activity exists up to 1/3 of the time when performing the task
<b>F</b> = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
<b>C</b> = Constant	Activity exists more than 2/3 of the time when performing the task
<b>R</b> = Repetitive	Activity involves repetitive movement
<b>NA</b>	Not applicable to this role

Job Demands		Frequency				
		O	F	C	R	NA
Physical Demands	Description					
Kneeling/squatting	Tasks involve flexion/bending at the knees and ankle possible 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 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 in an upright position without moving about	✓				
Driving	Tasks involve operating any motor powered vehicle		✓			
Sitting	Tasks involve remaining in a seated position during task performance		✓			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended	✓				
Walking/running	Tasks involve walking or running on even surfaces		✓			
	Tasks involve walking on uneven surfaces	✓				
	Tasks involve walking up steep slopes	✓				
	Tasks involve walking down steep slopes	✓				
	Tasks involve walking whilst pushing/pulling objects		✓			
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	✓				
Working at heights	Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground					✓
Lifting/carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands	✓				
	1) Light lifting/carrying 0-9kg		✓			
	2) Moderate lifting/carrying 10-15kg	✓				
	3) Heavy lifting/carrying 16+kg					✓
Restraining	Tasks involve restraining clients/clients, others					✓
Pushing/pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking	✓				

Grasping	Tasks involve gripping, holding, clasping with fingers or hands		✓			
Manual dexterity	Tasks involve fine finger movements i.e. keyboard operation, writing		✓			
<b>Sensory Demands</b>	<b>Description</b>					
Sight	Tasks involve use of eyes as an integral part of task performance i.e. looking at screen/keyboard in computer operations			✓		
Hearing	Tasks involve working in a noisy area i.e. boiler room, workshop					✓
Smell	Tasks involve the use of the 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 task performance					✓
Touch	Tasks involve the use of touch as an integral part of task performance		✓			
<b>Psychological Demands</b>	<b>Description</b>					
	Tasks involve interacting with distressed people		✓			
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited	✓				
	Tasks involve viewing/handling deceased and/or mutilated bodies					✓
<b>Exposure to Chemicals</b>	<b>Description</b>					
Dust	Tasks involve working with dust i.e. sawdust					✓
Gases	Tasks involve working in areas affected by gas, or working directly with gases					✓
Fumes	Tasks involve working with fumes i.e. which may cause problems to health if inhaled					✓
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made e.g. dermatitis					✓
Hazardous substances	Tasks involve handling of hazardous substances including storage or transportation					✓
Biological matter	Tasks involve work with human biological matter through examination, storage, transport or disposal					✓
Allergenic substances	Tasks involve exposure to allergenic substances	✓				
Anti-biotics	Tasks involve handling, transport, administration or disposal of anti-biotics					✓
<b>Working Environment</b>	<b>Description</b>					
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance e.g. glare, not enough natural light	✓				
Colour	Tasks involve differentiation of colour	✓				
Sunlight	Exposure to sunlight	✓				
Temperature	Tasks involve working in temperature extremes e.g. working in a cool room, working outdoors, boiler room	✓				
Confined spaces	Tasks involve working in confined spaces	✓				
<b>Accident Risk</b>	<b>Description</b>					
Surfaces	Tasks involve working on slippery or uneven surfaces		✓			
Housekeeping	Tasks involve working with obstacles within the area, bad housekeeping	✓				
Heights	Tasks involve working at heights					✓
Manual handling	Tasks involve manual handling	✓				
Noise	Tasks involve working in a noisy environment					✓
Radiation	Tasks involve exposure to x-rays					✓
Electricity	Tasks involve working with electrical apparatus and currents	✓				
Machinery	Tasks involve use of machinery and equipment:					
	1) Light		✓			
	2) Heavy					✓
	3) Portable	✓				
Biological hazards	Tasks involve working with blood, blood products/body fluids	✓				
<b>Other Issues</b>	<b>Description</b>					
Workplace access	Tasks involve difficult access or movement from site to site	✓				

Personal protective equipment	Tasks involve use of Personal Protective Equipment	✓				
Safety critical issues	Tasks involve responsibility for safety of others			✓		

Document Control (Hiring Manager use only)	
<b>Effective Date:</b> March 2024	<b>Authorised By:</b> Nicole Kennedy, Clinical Operations Manager, NSW Spinal Outreach Service

**Acknowledgement:**

I accept the position description as documented above and understand that the position description will be reviewed during the performance review time. I understand that the position description may need to be amended periodically due to changes in responsibilities and organisational requirements.

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Name

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Signature

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Date