

Role description

Job ad reference:	H2102WB363262
Role title:	Clinical Nurse (Fit Testing Program Administrator)
Status:	Permanent Part Time (24 hours p.f.) (Please note: future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process)
Unit/Branch:	Infection Control Services
Health Service:	Wide Bay Hospital and Health Service
Location:	Hervey Bay and Maryborough Hospitals
Classification level:	Nurse Grade 6 (1)
Salary level:	\$47.68 - \$51.06 p.f.
Closing date:	Wednesday, 17 th March 2021 (applications will remain current for 12 months)
Contact:	John Gamlin
Telephone:	0417 004 078
Online applications:	www.smartjobs.qld.gov.au
Application Enquiries:	If you have any queries in relation to applying online, please contact Recruitment Services on (07) 4150 2250.

About Wide Bay Hospital and Health Service

Wide Bay Hospital and Health Service is responsible for the delivery of public hospital and health services including medical, surgical, emergency, obstetrics, paediatrics, specialist outpatient clinics, mental health, critical care and clinical support services to people residing in a geographical area which incorporates the North Burnett, Bundaberg and Fraser Coast local government areas and part of Gladstone local government area (Miriam Vale).

Our Vision

Care Comes First... Through Patients' Eyes

Our Purpose

We support people to improve their lives by delivering patient-centred, high-quality health care for Wide Bay.

Our Values



Each value is supported by five core behaviours, which are the day-to-day demonstrations of our values in action. These are what we expect our entire workforce to aspire to in pursuit of the best possible care for our community.

If you want more information about our values and behaviours, or **Care Comes First... Through Patients' Eyes**, visit our website:

www.health.qld.gov.au/widebay



Purpose

- To provide expert clinical and patient-centred care within Infection Prevention and Control Service.
- To provide fit testing in accordance with AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment
- Support the facilitation and provision of a quality, cost effective Fit Testing Program and nursing service which is consistent with contemporary standards and evidence-informed practice.
- Responsible for the Fit Testing Program portfolio with a focus on clinical care/ leadership, management, education and/or research within the Infection Prevention and Control Service.
- The Clinical Nurse practices autonomously, applies critical thinking and provides leadership in clinical decision making to give and/or coordinate care to the Infection Prevention and Control Service and Fit Testing Program staff/clients.

Autonomy

- Practice autonomously.
- Provide leadership in clinical decision making to give and/or coordinate care to recipients of the Fit Testing Program.
- Assume responsibility for leadership of the Fit Testing Program service under the guidance of the Infection Prevention and Control Service Clinical Nurse Consultant and professional leadership for the Infection Prevention and Control Service in the absence of the Clinical Nurse Consultant.
- Apply critical thinking across all the domains.

Your key responsibilities

- Fulfil the responsibilities of this role in accordance with the Wide Bay Hospital and Health Service pledges outlined above.
- To comply with the obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights as required by the Human Rights Act 2019.

Direct comprehensive care or provision of direct care

Accountability and responsibility

- Accountable for NMBA and own standards, actions and the outcomes of own nursing practice, professional advice given and for activities delegated to a registered nurse
- Accountable for the delivery of safe clinical practice and professional advice
- Work collaboratively with peers and others to create a positive practice environment that achieves best practice outcomes for recipients of the Fit Testing Program and Infection Prevention and Control Services
- Responsible for staff fit testing, and management, maintenance, and calibration of equipment to meet future fit testing demand
- Identify, select, implement and evaluate nursing interventions that have less predictable outcomes.

Skills and knowledge

- Responsible for the delivery of the Fit Testing Program and advanced Infection Prevention & Control Services in complex situations while providing support and direction to staff
- Demonstrates:
 - Advanced clinical and problem solving skills
 - Expert planning and coordination skills in clinical management
 - Ability to work without a collegiate/team structure
 - Knowledge of contemporary nursing practice and theory;
- Utilise the principles of contemporary human, material and financial resource management in consultation with the Clinical Nurse Consultant.

Role in Clinical Care

- Provide specialised Fit Testing Program and Infection Prevention and Control support to staff and clients of the health service.
- Act as a role model for staff in the provision of holistic healthcare
- Adhere to the quality and safety standards and contribute or participate in the continuous improvement of clinical outcomes
- Use evidence-based clinical practice to facilitate positive outcomes for health service clients and staff.



Support of Systems

Policies, protocols, guidelines and standards

- Adhere to established guidelines, protocols, procedure, standards and systems of work as set by the WBHHS.
- Participate in developing, evaluating and updating clinical service procedures, protocols, standards and guidelines.

Quality/Safety/Risk management

- Maintain the safety of clients and staff by identifying Fit Testing Program and/or Infection Prevention and Control risks and undertaking safe work activities within the clinical practice environment
- Engage in incident reporting/ investigation, conduct quality improvements and audits and develop risk minimisation strategies and activities to promote safe and/ or rectify unsafe practice
- Consult and provide nursing advice on the development and application of quality and risk management frameworks
- Apply a quality framework to improve service delivery and outcomes for the Fit Testing Program and the Infection Prevention and Control Service.

Mentorship / Reporting Lines

- Provide support, guidance, mentoring, preceptorship, role modelling and promote cooperation and collaborative teamwork.

Management

- Assist and support the Clinical Nurse Consultant in contemporary human, material and financial resource management.
- Actively support the establishment and maintenance of the Fit Testing Program and patient-centred nursing services within the Infection Prevention and Control Service that is efficient and effective in the provision of evidence-informed, patient-centred care and resource management.
- Proactively and with minimal supervision, lead and manage the Fit Testing Program portfolio with agreed key performance indicators which ensure Infection Prevention and Control Services are able to deliver best practice, patient-centred care that is organised for safety, performance improvement and risk mitigation.
- Within a team environment, ensure any delegated responsibilities are fair and equitable, and are according to the relevant scope and experience of each individual team member.

Change Management

- Apply change management principles.

Education

- Assist the Clinical Nurse Consultant to promote a learning culture by encouraging reflection and professional development, providing clinical teaching, in-service education and assisting/ supporting others to maintain portfolios/ records of learning
- Provide and update education resources for staff and others in consultation
- Act as a clinical and educational resource within an area based on knowledge skills and experience
- Maintain own professional development portfolio.

Research

- Participate in developing and undertaking quality initiatives, clinical audits, clinical trials and research
- Integrate advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed care outcomes in line with organisational priorities
- Identify inconsistencies between policy and practice
- Work collaboratively in leading implementation of policy, practice changes and clinical innovations.

Professional Leadership

- Provide clinical leadership for professional and clinical practice, education and research
- Collaborate in clinical and organisational governance
- Proactively engage with the Clinical Nurse Consultant and others to achieve best practice outcomes within the work unit environment
- Responsible for coordination of portfolios and providing professional advice.

Key Responsibilities - Occupational Health and Safety

- All staff of Wide Bay Hospital and Health Service are responsible for making the health system safer and more effective by:



- Having an understanding of their broad responsibilities as a team member and an individual for maintaining safety and quality in health care.
- Ensuring that safety and Quality Procedures are followed.
- Provide supervision and education to members of the workforce.
- Participate in the review of procedures individually or as part of a team.
- Participate in the development and implementation of organisational processes that improve health care services, development and implementation of safety systems, engagement in improvement initiatives and related training.
- Take reasonable care of your own health and safety and ensure that your acts/omissions do not adversely affect the health and safety of others.
- Complete all necessary Occupational Health and Safety (OHS) training and comply with OHS Policy and procedures.
- Report OHS incidents and assist with risk assessments.

Qualifications/Professional registration/Other requirements

- Mandatory possession of a qualification from a registered tertiary institution or completion of an approved hospital training program and Registration with the Australian Health Practitioner Regulation Agency with a current annual practicing certificate is essential.
- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- This position requires the incumbent to work at other facilities within the Wide Bay Hospital and Health Service.
- **Licence to Operate Vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.
- **Hepatitis B Vaccination:** Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines.
- **Vaccination of Preventable Diseases:** It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: measles, mumps, rubella, varicella (chicken pox) and pertussis (whooping cough). Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e. one HHS to another HHS, Department to a HHS, or HHS to Department)
- **Tuberculosis (TB):** It is a condition of employment for this role for the employee to be assessed for their risk of TB. Existing staff that are engaged prior to 14 December 2018 are not subject to this condition of employment unless they apply for a role that is with a different Queensland Health entity (i.e. one HHS to another HHS, Department to a HHS, or HHS to Department). Should existing staff be concerned about their TB status, they should consult their GP or contact the Metro South Clinical Tuberculosis Services on (07) 3176 4141 or (07) 3176 4166 for advice.

Pre-Existing Injury or medical condition

Wide Bay Hospital and Health Service (WBHHS) takes seriously its legislative obligations to manage the risks associated with pre-existing injury or medical conditions of prospective employees.

Further to WBHHS's obligation under Section 18 of the Work Health and Safety Act 2011, whereby employers are required to provide and maintain, so far as practicable, a working environment that is safe and without risks, Section 571 of the Workers' Compensation and Rehabilitation Act 2003 (WCR Act) enables prospective employers to give a prospective worker a written notice:

- Requesting that the prospective worker disclose any pre-existing illnesses or injuries of which they are aware, which could be reasonably aggravated by performing the attached outlined employment related duties; and
- Informing the prospective worker that a failure to disclose or a false or misleading disclosure means that the employee may not be entitled to compensation under the WCR Act for a work-related aggravation of the pre-existing illness or injury.



Are you the right person for the job?

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

- Demonstrated advanced knowledge and application of Infection Prevention and Control principles and a Fit Testing Program in a health care setting.
- Demonstrated advanced interpersonal communication skills, advanced problem-solving skills, and an ability to work independently while maintaining effective working relationships within a collegiate/team structure with a range of disciplines and departments.
- Demonstrated ability to provide staff training, staff vaccinations, and conduct staff competency assessments relevant to a Fit Testing Program and/or Infection Prevention and Control Services.
- Demonstrated ability to comprehensively lead and co-ordinate Fit Testing Program and/or Infection Prevention and Control activities while working effectively and consistently under pressure, providing timely and judicious advice to professional and operational colleagues, managers, and other key stakeholders regarding service capability.
- Demonstrated proficient knowledge of information management tools including demonstrated ability to use staff information systems appropriate to the position.
- Developing ability to lead and manage a portfolio with agreed key performance indicators.
- Maintains a professional development profile and facilitates an environment that encourages life long learning, mentoring and support for colleagues.
- Knowledge of and a demonstrated commitment to quality business processes and evidence-informed practices, identifying areas for improvement and contributing to these improvements including nursing research.

How to apply

Please provide the following information to the panel to assess your suitability:

- **Your current CV or resume, including referees.** You must seek approval prior to nominating a person as a referee. Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
- **A short statement (maximum 1–2 pages)** on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account the key responsibilities and attributes noted in the 'Are you the right person for the job?' section.
- **Submit your application online at www.smartjobs.qld.gov.au** by the closing date ensuring completion of the online questionnaire

About the Health Service/Division/Branch/Unit

Wide Bay Hospital and Health Service (WBHHS) provides health services to a fast growing regional area. The Health Service covers the coastal stretch from Agnes Waters in the north to Maryborough and Hervey Bay in the South and includes the accompanying rural hinterland. Included in WBHHS are Hervey Bay and Maryborough Hospitals and Bundaberg Hospital, the main referral centres, with health facilities at Gin Gin, Childers, Biggenden, Eidsvold, Mundubbera, Gayndah, Mt Perry and Monto. The WBHHS serves a population of approximately 219,000 residents.

Across the Health Service, a range of specialty services are provided including acute care, surgical, medical, maternity, mental health rehabilitation and aged care services. Hervey Bay and Bundaberg Hospitals provide care in some major adult specialties and provide support to the surrounding smaller rural hospitals in the Health Service. The Health Service has a number of Multipurpose Health Services that provide access to integrated health and aged care services to smaller communities. WBHHS promotes the use of Telehealth, which enables patients to receive quality care closer to home via videoconferencing technology, reducing the need for travel and increasing access to specialised healthcare for people in regional and rural communities.



The Health Service provides a variety of primary and community health services including oral health, child health, school health, health promotion, environmental health, aged care and rehabilitation, aged care facilities, sexual health services and drug and alcohol services. WBHHS also provides a comprehensive and fully integrated mental health service to residents in both the community and acute care settings.

The Wide Bay is well known for its relaxed lifestyle, natural beauty and local attractions. Bundaberg is located at the southern tip of the Great Barrier Reef with access to coral islands and scuba diving. Possibly the most famous beach in Bundaberg is Mon Repos. Located 15kms east of Bundaberg, Mon Repos is known for having the largest concentration of nesting marine turtles on the eastern Australian mainland and is considered one of the two largest loggerhead turtle rookeries in the South Pacific Ocean. For a taste of the Australian bush, Cania Gorge, located in the hinterland west of Monto, is popular for bushwalks and abseiling. The Fraser Coast includes the world-heritage listed Fraser Island, which has a unique and unspoilt landscape including rainforests with abundant fresh water lakes and crystal clear creeks. From July to November, during their annual migration, Humpback whales take time out in the protected waters of Hervey Bay. The whales perform a variety of behaviours providing a spectacular display for visitors and locals.

The land within the WBHHS region encompasses the following Traditional Custodian Groups: Butchulla; Byellee; Dairielbelum / Dundubara; Djaku-nde; Gooreng Gooreng; Gurang; Jangerie Jangerie; Kabi; Taribelang Bunda, and Wakka Wakka. WBHHS

Wide Bay Hospital and Health Service respectfully acknowledges the traditional owners and custodians, both past and present, of the area we service. We also declare our commitment to reducing inequalities in health outcomes for Aboriginal and Torres Strait Islander people in line with the Australian Government's Closing the Gap initiative. WBHHS is committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people".

Pre-employment screening

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment, as well as any other availability information that could preclude them from undertaking the role. Roles providing health, counselling and support services mainly to children will require a Blue Card. Please refer to the Information Package for Applicants for details of employment screening and other employment requirements.

Health professional roles involving delivery of health services to children and young people

All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or young person has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to the Department of Child Safety. All relevant health professionals are also responsible for the maintenance of their level of capability in the provision of health care and their reporting obligations in this regard.

Salary Packaging

To find out whether or not your work unit is eligible for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please refer to the Salary Packaging Information Booklet for Queensland Health employees available from the Queensland Health Salary Packaging Bureau Service Provider – RemServ at <http://www.remserv.com.au>. For further queries regarding salary packaging RemServ's Customer Care Centre may be contacted via telephone on 1300 30 40 10.

Disclosure of Previous Employment as a Lobbyist

Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at:

<http://www.psc.qld.gov.au/library/document/policy/lobbyist-disclosure-policy.pdf>



Probation

Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment. For further information, refer to Probation HR Policy B2 http://www.health.qld.gov.au/hrpolicies/resourcing/b_2.pdf

No Smoking Policy

From 1 January 2015, it is against the law to smoke at all public and private health facilities, and for five metres beyond their boundaries. These laws include all staff and patient residential areas on healthcare facility land.

Privacy Notice

Personal information collected by Wide Bay Hospital and Health Service (WBHHS) is handled in accordance with the *Information Privacy Act 2009*. All personal information collected will be securely stored and will not be disclosed to other third parties without consent. For information about how WBHHS protects your personal information, or to learn about your right to access your own personal information, please see www.health.qld.gov.au

WBHHS may use applicant details to provide promotional information about job opportunities and organisational updates relating to WBHHS. Applicants can unsubscribe from these communications at any time by emailing: Recruitment-Wide-Bay@health.qld.gov.au

Values in Action – what our values mean for you:

 Collaboration	Team mindset, one service. Be kind and supportive of one another, band together – “have each other’s back”, contribute to a safe learning environment that increases capability and to make recommendations, however small, to improve.
 Accountability	Hold ourselves accountable to higher standards, take personal responsibility, have a “can-do” attitude, strive to exceed expectations. Recognise risks and speak out to ensure safety for all.
 Respect	To treat all as you would wish to be treated yourself, to recognise and value diversity, to actively listen to other’s opinions and to speak with consideration of others in mind.
 Excellence	From appearance to communication, consistently upholding higher levels of professionalism, demonstrating dedication, making a positive difference and striving to be the best in all that we do.
 Through patients’ eyes	Ensuring all that we do is focused on the patient and that we treat everyone equitably, with empathy, compassion and dignity, as you would a loved one.





Vision for the public service

To be a government of the 21st century, one government that is connected and working together to deliver smarter, simpler outcomes that are responsive to the needs of Queenslanders now and for the future. We will create opportunities in partnership that are all about positive outcomes rather than just service delivery and regulation.

To enable this vision, the Queensland Public Service (QPS) is transforming from a compliance focus to a more values-led way of working. The five values statements underpin behaviour’s that will support and enable better ways of working and result in better outcomes for Queenslanders.

<https://www.forgov.qld.gov.au/our-values>

TASK ANALYSIS

Position: Nursing						
Position Description: Provide nursing services for Wide Bay Hospital Health Service.						
Shifts/Breaks: Various shift types, from 8-12 hour shifts. On-call work is required. Overtime may be required. Breaks as per award.						
PPE/Uniform: Closed-in shoes, supplied uniform (pants / skirt and top), scrubs. PPE is task dependent (e.g. gown, gloves, eye protection, face masks).						
LEGEND	RARE (1-5%)	OCCASIONAL (6% - 33%)	FREQUENT (34% - 66%)	CONSTANT 67% - 100%	REPETITIVE	NOT REQUIRED
	1 – 24min	25min – 2hr 38min	2hr 39min – 5hr 15min	5hr 16min - 8hr	Task is performed numerous times using the same body movements	Posture not required for task. Cell left blank.
FUNCTIONAL DEMANDS					PHOTO SUMMARY	
POSTURAL TOLERANCES	R	O	F	C	Rep	
Standing				X		
Walking				X		
Sitting		X				
Lying						
Forward bent posture			X		X	
Forward reach				X	X	
Overhead reach		X				
Squatting / kneeling		X				
Static neck postures			X			Transfer with slide sheet.
Dynamic neck movement		X				
Crawling						Birthing position.
Stair climbing	X					
Ladder climbing						
Other climbing	X					
Trunk twisting		X				
Hand grip and dexterity				X	X	
Foot movement	X				X	



WEIGHTED TOLERANCES	R	O	F	C	Rep
Floor to Waist Lifting	Up to ~15kg	Up to ~12kg			
Waist to Shoulder Lifting	Up to ~8kg	Up to ~2kg			
Overhead Lifting	Up to ~3kg	Up to ~2kg			
Carrying		Up to ~12kg		Up to ~10kg	
Pushing		X			
Pulling		X			
ENVIRONMENTAL FACTORS	R	O	F	C	Rep
Inhalable Dust					
Noise Levels >85 dBa	X				
Hand/Arm Vibration					
Whole Body Vibration					
Hazardous/biological substances		X			
Cognitive factors (e.g. work pressure, nightshift work, time constraints).		X			



Birthing position.

ADDITIONAL INFORMATION

- Patient transfers may require lifting more than above-mentioned loads (e.g. pregnant, bariatric patients), however assistance should be provided (either from additional staff members or lifting aids). Wards Persons are generally responsible for performing patient transfers.
- Theatre nurses are often required to wear lead during surgical procedures (up to ~10kg) for up to their entire shift.
- CPR is performed by nurses, requiring forceful and repetitive movements with the upper limbs, as well as repetitive forward bending. This is conducted with assistance from Wards Person who take over once they arrive.
- Lifting to waist height of up to approx. 15kg - bed ends (up to ~15kg), dialysis bags (up to ~12kg, 2 x 6L bags), surgical trays (up to ~10kg), lead gowns (up to ~10kg), various stores and supplies (up to ~8kg), babies and infants (up to ~6kg), patient charts (up to ~3kg), IV bags (up to ~2kg), and other equipment as required.
- Lifting to shoulder height of up to approx. 8kg - various stores and supplies (up to ~8kg), patient charts (up to ~3kg), IV bags (up to ~2kg), and other equipment as required.
- Lifting overhead of up to approx. 3kg - patient charts (up to ~3kg), IV bags (up to ~2kg), and other equipment as required.
- Carrying of up to approx. 12kg - dialysis bags (up to ~12kg, 2 x 6L bags), surgical trays (up to ~10kg), lead gowns (up to ~10kg), various stores and supplies (up to ~8kg), patient charts (up to ~3kg), IV bags (up to ~2kg), and other equipment as required.
- Pushing/pulling - patient transfers, patient beds, wheelchairs, equipment trolleys, holding limbs/body parts in theatre (sustained and can be for extended periods), restraining patients, manoeuvring furniture, opening doors and drawers MET packs, performing CPR etc.
- The loans room (within theatre) requires frequent manual handling, including lifting of surgical trays (up to ~10kg).
- Forward bending can be sustained and repetitive for tasks such as patient transfers, working in theatre, performing CPR, cleaning instruments (scrubbing at sink) and maintaining airways. These tasks may also require static neck postures (flexion).
- Forward reaching can be constant and repetitive for tasks such as patient transfers, working in theatre (also sustained and can be for extended periods), performing CPR, cleaning instruments (scrubbing at sink), maintaining airways (also sustained and can be for extended periods).



- Hand grip and dexterity can be repetitive. Dexterity is required when performing paperwork (writing), typing and performing computer work, checking pulse, checking blood pressure, inserting cannulas, performing injections, etc. Bilateral grip is required for most nursing tasks (e.g. when restraining patients, performing transfers, passing trays and equipment when working in theatre, etc.).
- Foot movement is repetitive when pumping hydraulic beds.
- Other climbing may be required when using steps, step ladders, etc. to access patients or stores.
- Potential exposure to noise from equipment and patient interaction.
- Potential exposure to hazardous or biological substances such as chemicals, bodily fluids etc.
- May be exposed to cognitive factors including work pressure, nightshift and time constraints.

Organisational Structure

