

# Role Statement

## Nurse Donation Specialist

At DonateLife Victoria, our purpose is to save and improve the lives of more Australians by optimising organ donation for transplantation in Victoria.

Key Role information	
<b>Role Title</b>	Nurse Donation Specialist
<b>Role Reports To</b>	Senior Nursing Administrator/Manager at the respective Health Service DonateLife Victoria (DLV) Regional Nurse Manager
<b>Number of Direct Reports</b>	Nil
<b>Travel</b>	Yes National

## Primary Purpose of Role

The primary role of the Nurse Donation Specialist (NDS) is to be a dynamic team player who facilitates organ and tissue donation. The NDS is committed to achieving outcomes in progressing the Clinical Practice Improvement Program and implementing best practices in donation.

Expertise	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse with no restrictions</li> <li>• Post graduate qualifications in critical care</li> <li>• Extensive experience in a senior nursing (leadership) position within a hospital setting</li> <li>• Demonstrated ability to work independently and identify, assess and resolve problems with a solution focused mindset</li> <li>• Highly developed communication and interpersonal skills               <ul style="list-style-type: none"> <li>- Advanced negotiation skills and ability to communicate appropriately in time critical circumstances</li> </ul> </li> </ul>

## Role Statement

	<ul style="list-style-type: none"> <li>- Ability to communicate empathically with bereaved families</li> <li>- Ability to lead stakeholders to a shared goal</li> <li>• Intermediate level computer skills</li> <li>• Current drivers license</li> <li>• Current working with children's check</li> <li>• Current police check</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Previous organ donation exposure</li> <li>• Proven track record of striving to improve efficiency, effectiveness, and quality of work</li> <li>• Proven change management experience</li> <li>• Highly developed written and oral presentation skills</li> <li>• A conscious understanding of the impacts of own behaviours, biases, emotions, and thought processes, and the actions required to improve personal effectiveness</li> <li>• Able to assess personal strengths and weakness using feedback from other team members</li> <li>• Previous experience in guideline/protocol development</li> </ul>

## Values

Everything we do is underpinned by our seven core values:

- Respect
- Integrity
- Honesty
- Empathy
- Positivity
- Kindness
- Communication

## Capabilities

In this role, you will continually look for ways to optimise work processes, actively learning and adapting your approach to achieve great outcomes. You will act with a sense of urgency, high energy and enthusiasm and be able to relate openly and comfortably with everyone. You will have strong interpersonal skills and self-awareness and reflect on your own strengths and areas for development, making you a valued contributor.

# Role Statement

## Key Accountabilities and Measures

Accountability	Major Activities
<p><b>Facilitation of organ and tissue donation</b></p>	<ul style="list-style-type: none"> <li>• Supports the organ and tissue donation process at their home Health Service and provides remote support for cases at Health Services across Victoria</li> <li>• Meets with suitable patients / families who are at end of life to offer donation</li> <li>• Collates information about the donor to inform suitability assessment, consulting with specialists across Victoria when required</li> <li>• Provides clinical advice to treating multidisciplinary teams to optimise donor organ function</li> <li>• Requests additional imaging, pathology, radiological investigations are ordered by the treating medial team</li> <li>• Offers organs and tissues to transplant units both inter &amp; intrastate</li> <li>• Co-ordinates logistics with couriers, ICU and theatre, retrieval and transplant teams to optimise outcomes</li> <li>• Coordinating donor theatre timing with operating theatre suites &amp; transplant unit retrieval teams</li> <li>• Follows-up outstanding investigations and information regarding the donor, retrieval and recipients</li> <li>• Provides care, support and information to the donor family and multi-disciplinary team about the donation process and de-identified recipient outcomes</li> </ul>
<p><b>Leading People</b> Achieving results through people and teams</p>	<ul style="list-style-type: none"> <li>• Role modelling positive behaviours within the hospital setting to ensure positive donation outcomes for donor families, staff and other stakeholders</li> <li>• Building trust and rapport with others through effective communication and collaboration</li> <li>• Providing support and an inclusive workplace to current and training Donation Specialists</li> </ul>

# Role Statement

	<ul style="list-style-type: none"> <li>• Implementation of the 'Best Practice Guideline for Offering Organ and Tissue Donation in Australia'</li> <li>• Progressing and maintaining compliance with the Clinical Governance Framework, Clinical Practice Improvement Program (CPIP) and reporting requirements</li> <li>• Enhancement of the local Hospital Work Plan to align with the CPIP</li> <li>• Continue to inspire others through quality improvement in work processes</li> </ul>
<p><b>Scheduling</b> Planning and coordinating</p>	<ul style="list-style-type: none"> <li>• Actively seeks regular feedback, prioritises regular performance development to ensure alignment with the nursing classification, and in consultation with the Health Service Line Manager and DLV Regional Nurse Manager</li> <li>• Monitors progress of tasks and takes corrective action when required</li> <li>• Participates in relevant DLV and hospital committees and forums to promote best donation practices</li> </ul>
<p><b>Technical</b> Delivering results utilising knowledge and skills</p>	<ul style="list-style-type: none"> <li>• Ensure routine referral of all patients at end-of-life care in ICU and ED through the development and implementation of local guidelines</li> <li>• Guideline development &amp; implementation of local hospital strategies to ensure a trained specialist participates in every family donation conversation</li> <li>• Seeks opportunities to learn and continuously develop knowledge and skills</li> <li>• Effective management of allocated DLV portfolios and contribution to local, Victorian and/or national working groups</li> <li>• Collects data, provides education, engages with stakeholders, leads projects and contributes to research</li> </ul>
<p><b>Financial</b> Managing resources to deliver the business and strategic plans</p>	<ul style="list-style-type: none"> <li>• Ensure decisions/actions regarding overtime, and claiming work related expenses/payments are financially responsible</li> <li>• Review own clinical practices, and seek advice to ensure maximum efficiency</li> </ul>

## Role Statement

- Manage casework related expenses within organisational guidelines
- Consideration of financial impact of investigations undertaken as part of the donation process, and the efficiency within which the donation process is undertaken by the NDS.

## Key Relationships

The NDS will work cooperatively with others by building and sustaining relationships to achieve a common goal or outcome, including:

- Public and private health services (metropolitan and regional)
- Australian Organ and Tissue Authority
- Transplant units and donation agencies within Australia and New Zealand
- External healthcare network
- Tissue typing laboratories
- All relevant Coronial Services
- Local communities

## Decision Making Authority/Autonomy

The NDS will have the ability to work within a multidisciplinary team to effectively coordinate the organ and tissue donation process, implement best practice for organ and tissue donation within a health service, and provide ongoing educational services to all staff that encounter the donation process, as well as the broader community.

## Safety and Wellbeing

We demonstrate care for each other and a safety-first mindset which guides our decision making and actions. You will be expected to create a safe environment for yourself and your colleagues. This means taking accountability for knowing how to operate safely, actively identifying safety risks. and speaking up if you have concerns.

## Commitment to Quality

Awareness and application of best clinical practice is expected of everyone, and ongoing training will be provided. There is an expectation that you will actively contribute to your own education and learning.