

Position Title: Equipment and Data Nurse – Intensive Care Ballarat

Campus: Ballarat Base Hospital

Directorate: Hospitals Directorate

Department: Intensive Care Unit

Reporting to: Intensive Care Nurse Unit Manager

Appointment Terms/Conditions:

Classification and Code: Clinical Nurse Consultant C (ZF4)

Enterprise Agreement: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024.

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The role of the ICU Equipment and Data Nurse is part of the ICU multidisciplinary team who works in a collaborative partnership with the ICU Nurse Unit Manager, the Biomedical Department and the supply team. They are a senior ICU nurse with demonstrated knowledge of working with the range of ICU equipment, data extraction and management skills, and high quality clinical care.

The ICU Equipment and Data nurse's role is to ensure equipment and resources within the Intensive Care Unit environment meet required standards and are in accordance with relevant legislation.

The ICU Equipment and Data Nurse is responsible for managing and monitoring the Intensive Care Unit consumables and equipment budget efficiently, referring and reporting to the ICU Nurse Unit Manager. The nurse ensures timely and cost-effective acquisition of products, services and equipment. The nurse is the central point of contact for communication and questions related to equipment and consumables and are responsible for working with clinicians and other end users, manufacturers, distributors and other departments internal and external to the organisation.

The ICU Equipment and Data Nurse is responsible for managing and extracting data required for state ICU reporting and KPIs. Further, the nurse should be available to assist with data queries from the ICU research team and any others requiring data from ICU managed sources.

KEY ACCOUNTABILITIES

- Work collaboratively with the NUM to develop the systems, processes and projects required to ensure efficient, effective and responsive operation of the allocated work in line with the organisation's strategic direction.
- Responsible for organising, ordering and purchasing of clinical supplies and consumables
- Ensures the appropriate decontamination, cleaning, maintenance and testing of specialised equipment occurs in accordance with relevant legislation.
- Supports other Grampians Health Critical Care/ICU areas in managing critical care equipment, including providing support and advice on buying of new equipment and repairs/maintenance of existing equipment.
- Coordinates equipment exchange between Ballarat and Horsham ICUs, as well as coordination of critical care equipment to other campuses/departments where there is a need.
- Works in conjunction with the NUM to establish effective and timely communication with the ICU team members, program leads and other ICU departments.
- Ensures that all administrative functions are completed with the mandates of the position, including site reports and/or documentation.
- The role requires liaison with company representatives regarding new equipment, and repairs/maintenance of existing equipment.
- Evaluation of new diagnostic and therapeutic equipment – in liaison with the ICU management team, biomedical engineering or as requested by the NUM.
- Assist timely and effective patient flow through the ICU by maintaining equipment functionality and consumables provision.
- Manages, extracts and submits data in accordance with state and national based standards and KPIs.
- Assists others within the ICU team with data queries.
- Manages and liaises with outside teams to ensure ongoing functioning of the ICU EMR system.

KEY SELECTION CRITERIA

Qualifications - essential

- Bachelor of Nursing or other recognised equivalent formal qualification leading to condition free registration in Australia
- Registration with the Nursing and Midwifery Board of Australia via AHPRA
- Post Registration or Post Graduate qualification in a relevant clinical field

Qualifications - desirable

- Further study or qualifications in health care data extraction and analytics

Technical/Professional Knowledge and Skills

- Demonstrated clinical skills aligned with experience and scope of practice
- Demonstrated competence in a senior clinical position
- Advanced clinical skills, related to ICU specific equipment
- Computer literacy and embracing of health technologies and informatics

Work Environment

- Participate in and contribute to a well-functioning multidisciplinary team
- Contributes to development of all staff including new and casual staff to the area

Personal attributes

- High level communication, written and verbal, with demonstrated high level or inter personal skills with patients, their families and health care professionals
- Promote and contribute to a supportive and engaged team environment

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status.

Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.

- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected by their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.