

Position Description

Job Title:	Clinic Nurse – Complex Care Service (CCS)
Reporting to:	Clinical Services Manager
Location:	Camperdown office / Strathfield clinic (clinic day Thursdays)

About the Service

The Complex Care Service will provide face to face and/or telehealth consultation for adults with intellectual disability with complex health needs. It will provide time limited comprehensive health assessments and health care planning, with the clients being referred back to their GP for ongoing care. The team will be made up of a nurse, medical practitioner, and allied health professionals (as required). It is expected that the nurse will lead and coordinate the services for the clinic but will have close liaison/consultation with the medical practitioner. The nurse will manage the intake of referrals and decide on the clinical pathway for the client, including whether involvement from the medical practitioner is required for a Comprehensive Health Assessment. The Complex Care Service will run a clinic one day per week with the medical practitioner and nurse present.

The Complex Care Service is funded by the Ministry of Health via a Ministerial Approved Grant (MAG) until June 2024.

Purpose of the position

This position involves the establishment, coordination, and provision of the Complex Care Service, a nurse-led clinic model that will deliver high quality healthcare assessment, planning and support for adults with intellectual disabilities with complex health needs.

Key Results Areas

1. CDS Complex Care Service

Responsibilities & Duties

- Collaborate with the Clinical Services Manager and CCS team to set-up and establish appropriate systems for the nurse-led model of healthcare assessment and planning to support adults with intellectual disabilities
- Contribute to the development and management of clinical processes e.g. clinical pathways, policy, procedures and guidelines
- Manage the intake of referrals, review eligibility and provide recommendations on the appropriate clinic pathway/team involvement required
- Coordinate clinic appointments and follow-up appointments for clients

- Obtain relevant medical records/reports and collate background information, and follow-up results of diagnostic tests (as required)
- Conduct comprehensive health assessments with the medical practitioner (using current and evidence-based assessment tools e.g. nutrition, falls risk, mobility and brief mental health assessments)
- Use assessment tools and/or other clinic questionnaires/forms to gather accurate and current health, functional and social information about clients as well as patient medical history
- Clearly communicate health assessments, test results, and any identified health issues to the client and/or their carer
- Complete comprehensive healthcare reports / plans in conjunction with the CCS medical practitioner, or independently depending on the needs of the client
- Coordinate referrals within the CCS team as well as external stakeholders
- Promote a holistic approach to health and educate clients and/or their carer(s) on preventative strategies and health activities
- Develop, implement, and evaluate health care plans for clients with complex health needs
- Identify and adopt innovative clinical practice models in conjunction with the Health & Clinical team
- Provision of healthcare assessment and plans for participants to access disability-related health supports or complex support needs pathway under NDIS
- Build and maintain relationships with internal and external stakeholders

2. Research Evaluation & Reports

Responsibilities & Duties

- Gather and manage clinic data for reporting and evaluation purposes
- Compose or contribute to reports required by funders or for research purposes
- Contribute to future planning, development and evaluation of the clinic and related funding proposals/tenders

3. CDS Representation

- Promote CDS' commitment to a 'person-centred approach' in all delivered services and business activities
- Advise Clinical Services Manager and/or Director of Operations of any client concerns or issues that may impact the delivery of services and the reputation of CDS
- Ensure services delivered by CDS are the highest quality of care and are in line with agreed standards
- Ensure all legislative requirements are met

Academic Qualifications

Essential	Desirable
Tertiary qualification in Nursing	Intellectual disability nursing training or qualification

Work Experience

Essential	Desirable
Minimum 5 years' nursing experience	Previous experience in the disability sector, including working with NDIS
Experience in liaising with clients and their families, coordinating health care services	Demonstrated experience in project and administration skills
Experience supporting people with intellectual disability in a clinical setting	Certificate IV Training and Assessment (TA40112) or willingness to obtain

Other Requirements

Essential
Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia administered through Australian Health Practitioner Agency (AHPRA)
Current Class C unrestricted NSW Drivers' Licence and own vehicle
Current NDIS Worker Check clearance, or willingness to apply
Maintain up to date knowledge of clinical service delivery and practice in accordance with the Nurses Standards of Practice

Competencies

Essential
High level interpersonal, oral and written communication skills; ability to liaise effectively with clients with intellectual disability and their families and understand their unique needs
Ability to make accurate and detailed analysis about clients and their care requirements
Excellent time management and ability to plan ahead
Thorough, with excellent attention to detail

Ability to work independently, autonomously and with limited supervision
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Highly organised; commitment to complete tasks and follow-up as required
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High level computer skills including database management
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Attributes

Essential

Highly motivated and proactive; shows initiative
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Passionate about holistic care and preventative health
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Warm approachable personality
