



Royal Flying Doctor Service

CENTRAL OPERATIONS

Remote Area Nurse (RAN)

Our Promise

The furthest corner. The finest care.

Role Overview

Position Summary:	Primary responsibility is providing high quality, culturally appropriate nursing care for an individual or group of patients, within a Remote Primary Health Care environment, using evidence based best practice and according to the standards of the Royal Flying Doctor Service (Central Operations) and professional nursing bodies.
Reports To:	Manager Remote Area Clinics
Direct Reports:	Health Service Assistants
Special Conditions:	<p>The incumbent is required to:</p> <ul style="list-style-type: none">• Undergo a pre-employment drug and alcohol test and will continue to be subject to random drug and alcohol testing.• Maintain a minimum level of immunisation based on assessed risks.• Undertake a medical examination and/or functional capacity assessment.• Undertake criminal history and background checks.• Attend other RFDS Bases.• Be eligible to hold an ASIC (Aviation Security Identification Card).• Hold a current Australian driver's licence.
General Expectations:	Employees are required to read, understand and comply with all policies, procedures and any reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the Code of Conduct.
Approval:	Manager Remote Area Clinics: Judy Whitehead Signature: Judy Whitehead Date: 7/2/2020
Acknowledgement of Incumbent:	<p>I have read and understood the information and duties/responsibilities contained within this Position Description.</p> Name: Signature: Date:



Royal Flying Doctor Service

CENTRAL OPERATIONS

Key Responsibilities

Accountability	Key Activities
<p>Clinical Care</p>	<p>Provide comprehensive primary health care services and 24-hour emergency nursing service within the community (Andamooka, Marree or Marla)</p> <p>Comprehensive Primary Health Care Services:</p> <ul style="list-style-type: none"> • Undertake comprehensive patient assessment and clinical examination • Work as part of a multi-disciplinary and multi-cultural health team, collaborating with RFDS Medical Officers and RFDS Primary Health Care Teams to ensure an integrated primary health care approach focussing on prevention and early intervention • Coordinate and facilitate a local primary care health service, incorporating screening, follow-up, recall and referral with a focus on chronic disease management in accordance with best practice models and in consultation with the RFDS Medical Officers and the RFDS Primary Health Care team; • Provide culturally safe primary health care to all clients of the clinic; • Support the model of primary health care for remote communities by contributing to health promotion activities in the community, • Ensure current knowledge of all clinic held medical equipment, drugs and supplies and be responsible for maintaining adequate stock levels • Use the required protocols/ guidelines outlined in the CARPA Suite of Manuals and other clinical management guidelines as approved by RFDS <p>Provide emergency health services to people living in the community service area by:</p> <ul style="list-style-type: none"> • Appropriate Triage of patients • Competent emergency management of patients within defined scope of practice and in consultation with RFDS medical officers • Ability to demonstrate and maintain advanced clinical practice skills/competencies e.g. BLS, ACLS • Perform adequate handover of the patient(s) to provide continuity of nursing management to retrieval personnel, and/or receiving hospital. • Recognise and respond to the clinically deteriorating patient and escalate care appropriately. • Clinical Documentation is contemporaneous, accurate, and completed to the required standard • Work collaboratively with Health Service Assistants and local volunteer community personnel • Active member and consultant in regards to disaster management and planning • Maintain medical and emergency equipment both in the Ambulance and the Health Centre, ensuring that equipment is functional and regularly maintained per RFDS maintenance procedure.



Royal Flying Doctor Service

CENTRAL OPERATIONS

Accountability	Key Activities
	<ul style="list-style-type: none"> • Provide clinical support to peers. • Maintains patient privacy and confidentiality at all times. • Collaborate and liaise with external health and other service providers to ensure quality and continuity of patient care; • Enter client information into electronic medical record system, and use client recall systems as required by organisational, professional obligations and legislative compliance and for the effective and efficient health management of clients. • Undertake administrative, and other duties as negotiated or directed. • Meet RFDS reporting requirements – including mandatory clinical incident reporting requirements
<p>Administration</p>	<ul style="list-style-type: none"> • Provide accurate statistical data and reports on clinic activities as per policy and prepare written reports on special activities as appropriate. • Liaise with the MRAC in the formulation of policy and procedures relating to the clinic and primary health care roles. • Attend and contribute to relevant health related meetings in the Community and district • Review new and innovative health developments which may be of benefit to Remote Area health services and present information to the relevant RFDS manager/ team • Participate in orientation and training of new staff • Conduct specific project in collaboration with Primary Health Care Team • Be familiar with the implementation procedure relating to the local Disaster Plans
<p>Clinical and Professional Practice</p>	<ul style="list-style-type: none"> • Practice in accordance with legislation as outlined by APHRA and Nursing Midwifery Board of Australia • Comply with Professional Code of Conduct by ensuring that conduct is at all times professional and reputable in accordance with the philosophy and aims of RFDS • Abide by Privacy Act and maintain confidentiality according to RFDS policy. • Maintain and practice in accordance with RFDS Code of Conduct policies and procedures • Demonstrated ability to exercise advanced professional knowledge judgement and skill in providing complex care requirements of patients in the remote area environment in accordance with Best Practice principals and RFDS Policies, guidelines, and procedures • Actively contributes to the development of clinical practice. • Positively participates and contributes to the RFDS Performance management program by actively reviewing own professional practice by identifying knowledge, skills & attitudes requiring further development & implementing own professional development plan; • Maintaining accurate and legally acceptable patient records, according to RFDS Policy, ensuring the security of patient



Royal Flying Doctor Service

CENTRAL OPERATIONS

Accountability	Key Activities
	<p>documentation at all times (i.e. from loss, use and misuse, unauthorised access, modification, destruction or disclosure.)</p> <ul style="list-style-type: none"> • Actively support the development of others and contribute to learning in the multi-disciplinary team (Presentations case studies) • Actively participates in role specific, relevant professional bodies and forums. • Have a demonstrated commitment to continuing education and professional development and participate in designated meetings and educational programs • Practices both independently and consultatively in the provision of health services, within own scope of practice, including acute and emergency presentations, chronic disease management.
Teamwork	<ul style="list-style-type: none"> • Contribute to a team culture where individual members are valued and recognised for their diverse skill sets. • Keep team members informed of relevant issues impacting them or their work. • Suggest and promote creative ideas and approaches to improve individual and team performance. • Encourage and support others to take on new challenges and opportunities.
Customer / Stakeholder Relationships	<ul style="list-style-type: none"> • Build collaborative working relationships with internal and external stakeholders. • Proactively anticipate customer needs where possible. • Manage work with a continual focus on the impact of decisions and actions on customers/stakeholders. • Measure customer/stakeholder satisfaction to continually improve.
Health, Safety and Quality Systems	<ul style="list-style-type: none"> • Contribute to maintaining our accreditation to all safety and quality accreditation programs by participating in ongoing education and actively supporting the implementation of initiatives. • Ensures a safe working environment for all employees by compliance with all relevant Work Health and Safety and Equal Employment Opportunity obligations. • Actively create and maintain a safe and healthy work environment by working safely, adhering to instructions and using equipment in accordance with safe operating procedures. • Initiate and participate in worksite inspections, accident reporting and investigations, developing safe work procedures and providing appropriate information, instruction, training and supervision. • Address any unsafe working practices or hazardous working conditions.
Professional Behaviour and Development	<ul style="list-style-type: none"> • Actively develop own capabilities and technical expertise • Support the development and growth of others • Model professional conduct according to our values and Code of Conduct



Royal Flying Doctor Service

CENTRAL OPERATIONS

Our Values

Our values are used to indicate the type of conduct required by our employees and the professionalism that our customers can expect from our service.

Values	Care & Respect	Reliable & Dependable	Safety & Quality	Socially & Ethically Responsible	Collaboration	Innovation
Behaviours bringing values to life	Understanding	Personal effectiveness	Safety orientation	Commitment	Communication	Strategic vision
	Genuine relationships	Analysis & problem solving	Continuous improvement	Valuing diversity	Leading by example	Embracing change

Selection Criteria

Qualifications / Registrations / Memberships

ESSENTIAL

- AHPRA nursing registration
- Current C Class Drivers Licence

DESIRABLE

- Post graduate experience and/or qualifications in Remote Health Practice, Chronic Disease management, Women’s health and Child health.
- Immunisation Providers Certificate or working towards same, to be completed within 12 months of employment
- Pharmacotherapeutics for RAN’s or working towards same to be completed within 6 months
- Post graduate experience and/or qualifications in critical care areas

Skills, Knowledge And Experience

ESSENTIAL

- Knowledge and understanding of Primary Health Care principles
- Broad post graduate acute nursing experience (minimum 4 years post grad)
- Current Remote Emergency Care (REC) and Maternity Emergency Care (MEC) or equivalent certificates
- Ability to take initiative in emergency situations following established guidelines and escalation procedures
- Ability to demonstrate and maintain competency and certification in advanced clinical practice skills and competencies (e.g. BLS, ALS)



Royal Flying Doctor Service

CENTRAL OPERATIONS

- Ability to work both independently, collaboratively and effectively in a multidisciplinary environment
- Self-motivated with good organisational, problem solving, negotiation and decision making skills
- Demonstrated effective interpersonal, verbal and written communication skills
- Thorough understanding of cross cultural and rural/remote area nursing issues
- Ability to obtain a Criminal History Clearance (child-related and vulnerable adults employment screening)
- Demonstrated compliance with SA Health and RFDS Occupational Vaccination requirement

DESIRABLE

- Remote area nursing experience
- Knowledge of and commitment to Quality improvements and experience with Accreditation programs
- Knowledge of Equal Opportunity and OH & S principles and practices
- Ability to drive a manual four wheel drive vehicle / completion of accredited four wheel driving course
- Knowledge / experience with Electronic Patient Records (Best Practice or Medical Director) demonstrated ability to maintain electronic client records and use a range of information to produce timely written and other reports
- Computer literacy within a Microsoft office environment

Key Relationships

Internal	External
<ul style="list-style-type: none">• Executive Leadership team• All RFDS Employees and Managers• Other RFDS Sections• RFDS Board	<ul style="list-style-type: none">• General public• Government, non-government, and community organisations• Volunteers, fund raisers and donors• All other RFDS stakeholders

Special Note:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this role. They are not intended to be an exhaustive list of all responsibilities, duties and skills to perform the role.