



Position Description

CONTINENCE FOUNDATION OF AUSTRALIA

Suite 1, 407 Canterbury Rd Surrey Hills VIC 3127 • www.continenace.org.au

Position Title:	Nurse Continence Specialist
Location:	Heidelberg/Surrey Hills
Reports To:	Victorian Branch Manager
Direct Reports:	Nil
Employment Status:	Part-time/Casual

1. Purpose of Position (briefly describe overall purpose of role)

The Continence Foundation of Australia's (the Foundation's):

Vision: *An Australian community free of the stigma and restrictions of incontinence*

Mission: *Representing and advocating for Australians affected by, or at risk of bladder and bowel control problems and pelvic floor dysfunction.*

Serving all Australians by:

- *Working with consumers, professionals, industry and government*
- *Facilitating access to continence support services through advocacy*
- *Promoting evidence-based information and advice*
- *Building the capacity and capability of the workforce*
- *Supporting research to achieve the Foundation's objectives*

The purpose of the role of the Nurse Continence Specialist is to:

- Support the clinical services of the Foundation in providing safety and high quality clinical expertise and care to consumers that is professionally relevant, current, evidence-based and best practice.
- Work collaboratively in supporting health promotion, education and resource development of the Foundation
- Support to the programs and projects of the Foundation by providing clinical expertise and guidance as required
- Work collaboratively with all staff of the Foundation to aid the achievement of the Foundation's vision and mission

2. Key Selection Criteria

- Registered Nurse with post graduate qualifications and experience in continence assessment, management and care

- High level of expertise in continence assessment, management, care and promotion
- Dedication to continuous professional development with a focus on continence knowledge enhancement
- Strong communication skills – interpersonal, written and verbal
- Strong computer literacy and digital skills including Microsoft Office

3. Key responsibilities and performance indicators

Key Responsibilities	Tasks	Performance Indicators
Clinical Expertise:		
Provides high quality and safe clinical expertise and advice/care to consumers based on an appropriately detailed continence assessment	Continence assessment and care is appropriately thorough, and evidence based to address continence goals and needs	No harm is caused based on the assessment and advice/care provided which is evidence-based and best practice as noted on clinical audits
Provides appropriate consumer follow up to ensure their continence care needs are met	Continence care needs are addressed through follow up of issues or items required to optimise care	Continence care is provided that meets the needs of the consumers in a timely manner as indicated by clinical audits and satisfaction surveys
Maintains and enhances knowledge in relevant clinical areas including continence assessment, management, care, promotion and prevention	Undertakes continuous professional development that is self-initiated and in appropriate areas to enhance skills and knowledge	Appropriate and clinically sound information is provided to consumers as noted on clinical audits
Actively seeks out information to enhance the resources of the Foundation and to be a resource for the Foundation	Follows up on information and resources for the Foundation	The information and resources for the Foundation are up to date and relevant
Communication:		
Represents the Foundation in a positive and professional manner at all times, including with government departments as appropriate	Contact with consumers and health professionals is courteous and professional	Positive feedback is received from consumers and professionals, either directly or through satisfaction surveys
Liaises and maintains appropriate relationships with key stakeholders and relevant parties to aid the Foundation's activities and the provision of safe and high quality continence care	Professional contact is achieved and maintained with key stakeholder and relevant parties to aid continence care	Appropriate relationships with key stakeholders and relevant parties are maintained as required

3. Key responsibilities and performance indicators

Key Responsibilities	Tasks	Performance Indicators
Maintains accurate records of consumers to ensure the quality and safety of care provided	Data/medical recording on consumers is entered and produced in a detailed, useful, appropriate, timely and thorough manner	Data/medical recording is useful and thorough and meets the requirements of the funding body/service as per clinical audits
Engages and contributes to relevant meetings and feeds back to colleagues as appropriate	Acts as a representative for the Foundation. Provides input into team meetings to aid the development of clinical service and/or the Foundation	Clinical services are professionally and well represented with a good flow of communication as indicated in relevant meeting minutes
Skills, Attributes and Requirements		
Participates in continuous quality improvement activities	Continuous quality improvement activities are undertaken	Clinical audit and satisfaction survey outcomes are addressed to improve safety and quality of care and activities
Develops and delivers educational information/programs as relevant and required, on continence related topics	Educational opportunities are addressed through the production of safe and high quality presentations/information	Educational information is presented that is evidence based and best practice with positive feedback received from the target audience
Aids the collaborative development of continence related health promotion, resources and information as required	Provides clinical input into the develop of information and resources	Clinical input that is evidence based and best practice is provided for the Foundation's health promotion activities, resources and information
Initiates, develops and engages in relevant projects in collaboration with the Foundation's programs	Undertakes relevant projects that enhance the Foundation and reflect its mission and vision	Relevant projects completed successfully with clinical input that is evidence based and best practice
Supports and engages in the development and review of clinical services and relevant policies and procedures	Involvement in clinical service reviews and policies and procedures is undertaken	Policies and procedures are relevant, up to date and, where appropriate, evidenced based. Clinical services are reviewed regularly to ensure optimisation effectiveness and efficiency via clinical audits and team meetings
Supports professional development by reporting back to the relevant clinical team members on learnings from relevant professional development forums attended	Attendance at professional development forums is optimised to allow for learnings to be shared	Learnings are presented to the relevant clinical team members

3. Key responsibilities and performance indicators

Key Responsibilities	Tasks	Performance Indicators
Meets the mandatory requirements of registration as Registered Nurse including full disclosure of professional development activities to support current registration at the time of performance development planning and at the time of renewal of registration	Undertakes continuous professional development to maintain current registration that is reflected in Performance Development Plan	Continuous professional development is including in Performance Development Plan
Achieves the outcomes as agreed in Performance Development Plan	Actively addresses the set goals/objectives/development set in the Performance Development Plan	Performance Development Plan outcomes are achieved

4. Knowledge, Skill and Experience Requirements

Education/Qualifications	<ul style="list-style-type: none">• Registered Nurse• Current AHPRA registration• Post Graduate Qualifications in continence care/promotion/management
Experience	<ul style="list-style-type: none">• Minimum five years post registration clinical nursing experience, and• Minimum three years clinical continence nursing experience (recent - within past year/current), and/or minimum 12 months clinical continence nursing experience following completion of continence related post-graduate qualification
Desirable	<ul style="list-style-type: none">• Previous continence experience working across multiple age groups within the primary and/or community health sector• Current Certificate IV in Workplace Assessment and Training• Experience in the delivery of education information/programs to community groups and health professionals• Experience working with children and/or adults with additional needs

4. Knowledge, Skill and Experience Requirements

Skills

- High level verbal and written communication skills
- Proven interpersonal and people skills
- Ability to establish and maintain sustainable working relationships
- Highly organised with the ability to undertake a structured approach to tasks
- Ability to work autonomously as well as within a team environment
- Able to prioritise workload and work well under pressure
- High level of accuracy, and attention to detail
- Strong computer literacy and skills including Microsoft Office
- Current driver's license (as relevant to role)
- Current police and working with children check or willing to obtain (as relevant to role)

5. Workplace Health and Safety

The Successful Candidate is responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.

6. Quality Management

The Successful Candidate is responsible and accountable for:

- Familiarity and compliance with all Company Policies.
- Active participation in training activities associated with Company Policies
- Supporting the Continence Foundation's commitment to quality improvement and Contributing to the achievement of contractual deliverables.

This position description has been designed to indicate the general nature and level of work performed by workers within this position. It is not designed to contain or be interpreted as a total inventory of all duties, and responsibilities that may be required of workers assigned to the role.

I	<input type="text"/>
	<i>(Applicant's Name)</i>
	hereby understand and accept the conditions of the position description as detailed herein for the position of
	<input type="text"/>
	<i>(Position)</i>
Applicant's signature	<input type="text"/>
Date	<input type="text"/>

