

## POSITION DESCRIPTION

<b>Name:</b>	
<b>Last Date Reviewed:</b>	June 2016
<b>Reviewed By:</b>	Nursing Director

## Organisational Structure

Position Title	Role / Team	Section	Approved by
Flight Nurse	Health Services	Central Operations	Nursing Director
Locations	Employment Type	Reports to	Direct Reports
Adelaide Port Augusta Alice Springs	Flight Nurse Enterprise Agreement	Senior Flight Nurse	Nil

## The RFDS Mission

Providing excellence in aero-medical & primary health care across Australia.

## Core Capabilities

**Care & Respect** - For patients, staff, communities & cultures.

**Reliable & Dependable** - Giving our best and fulfilling our promises.

**Safety & Quality** - Continuous improvement through evidence based practice.

**Socially & Ethically Responsible** - In all that we do.

**Collaboration** - With teamwork, we can make an impact.

**Innovation** - Encouraged & celebrated.

## Position Purpose

Responsible for providing quality nursing care within an aero-medical environment, according to the standards of the Royal Flying Doctor Service (Central Operations) and professional nursing bodies.

Responsibilities and Measures of Success in the Role

Key Result Area	Responsibility / Task	Measurement of Success (Key Performance Indicators - KPI's)
Aero-Medical Responsibilities	<ul style="list-style-type: none"> <li>▪ Ensure thorough pre-flight handover of patients and identify medical factors or safety risks which require special consideration during aero-medical transport and discuss potential problems with the SAAS NRC or the MRC.</li> <li>▪ Ensure thorough pre-flight assessment and establish aero medical priority of obstetric patients, referred to RFDS by SAAS EOC, to identify clinical factors which require special consideration during aero-medical transport and discuss potential problems with the hospital nursing staff or the MRC</li> <li>▪ Ensure adequate preparation and stabilisation of the patient pre-flight in collaboration with the SAAS NRC and MRC</li> <li>▪ Liaise with all other health professionals and agencies to ensure optimal standard of total patient care such as SAAS/Medstar NRC and MRC, Hospitals, Ambulance Service.</li> <li>▪ Perform an appropriate handover of the patient to provide continuity of nursing management to Ambulance personnel and/or receiving hospital.</li> <li>▪ Ensure in-flight care remains at optimal level and initiate actions to reduce or prevent actual and/or potential risk to the patient.</li> <li>▪ Document all in-flight nursing care, observations and procedures according to RFDS policies.</li> <li>▪ Participate in fixed wing retrieval tasks as part of the team.</li> <li>▪ Adhere to the appropriate safety regulations, both in-flight and within the aircraft and its vicinity.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrated delivery of contemporary Flight Nursing practice in all areas of responsibility</li> <li>▪ Communicate effectively with all other personnel both within the service and other agencies.</li> <li>▪ Accurate and timely completion of documentation in accordance with required standards</li> <li>▪ Demonstrated use of evidence based practice and service delivery.</li> <li>▪ Meet RFDS tasking and response time requirements</li> <li>▪ Thorough working knowledge of medical equipment.</li> <li>▪ Ensure communications/updates are read in a timely manner to maintain awareness of events, changes and actions which occur within RFDS</li> </ul>
Patient Transfer Facility Responsibilities	<p>The Flight Nurse roster in Adelaide requires Flight Nurses to undertake Patient Transfer Facility responsibilities (ie PTF FN) at the Adelaide Airport Facility. When rostered in the PTF FN role, Flight nurses are required to:</p> <ul style="list-style-type: none"> <li>▪ Liaise with all other health professionals and agencies to ensure optimal standard of total patient care such as SAAS/Medstar NRC and MRC, Hospitals, Ambulance Service.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Communicate effectively with all other personnel both within the service and other agencies.</li> <li>▪ Accurate and timely data recording and reporting of both clinical and PTF FN responsibilities in accordance with determined timelines.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Provide support to rostered crew to ensure all medical equipment pertinent to a flight is available.</li> <li>▪ Provide clinical care for patients in the patient transfer facility</li> <li>▪ Perform an appropriate handover of the patient to provide continuity of nursing management to Ambulance personnel and/or receiving hospital.</li> <li>▪ Perform pre-flight handover and obstetric assessments as required and defined in aero medical responsibilities described above.</li> <li>▪ Record and report relevant clinical patient data and statistics.</li> <li>▪ Record and report required PTF FN data</li> <li>▪ Perform PTF FN ground duties in accordance with document standard operating procedures (SOPs).</li> </ul>	
Clinical/Professional Development	<ul style="list-style-type: none"> <li>▪ Respect and maintain patient confidentiality at all times.</li> <li>▪ Ensure current knowledge of all medical equipment, drugs and supplies and be responsible for maintaining adequate stock levels and maintenance.</li> <li>▪ Demonstrated commitment to continuing education, professional development and participate in designated meetings and educational programmes.</li> <li>▪ Participate in orientation and training of new staff and the education/briefing of accompanying medical/nursing staff re aviation medicine and aircraft considerations.</li> <li>▪ Maintain a safe, clean work environment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Thorough working knowledge of medical equipment.</li> <li>▪ Maintain midwifery or emergency department and critical care currency, together with appropriate nursing registrations etc, at all times.</li> <li>▪ Regular, proactive and positive attendance at continuing education sessions</li> <li>▪ Completion of mandatory and other identified training in accordance with defined timelines (ie maintain currency at all times)</li> </ul>
Public Relations	<ul style="list-style-type: none"> <li>▪ Positively promote the public profile of the RFDS at all times.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positive client/patient feedback</li> <li>▪ Act in a public relations role and participate in promotional activities for the Royal Flying Doctor Service</li> <li>▪ Promotion of Flight Nursing as a career</li> <li>▪ Participation as a host in Ride Along and Orientation programs for external agencies</li> <li>▪ Compliance with RFDS Code of Conduct</li> </ul>
Performance Management	<ul style="list-style-type: none"> <li>▪ Positively participate and contribute to the RFDS' performance management program.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Professional Development Plans as required</li> <li>▪ Constructively and positively participate in performance discussions and buddy flights</li> <li>▪ Completion of reflective practise activities as required</li> </ul>



## Royal Flying Doctor Service

CENTRAL OPERATIONS

Quality/Compliance	<ul style="list-style-type: none"><li>▪ Participate in quality assurance activities in order to evaluate the effectiveness of the Service and provide statistical and objective information as required.</li><li>▪ Proactively participate in all activities associated with the management of occupational health and safety and ensure a safe working environment for all personnel by compliance with all relevant Occupational, Health, Safety &amp; Welfare, Equal Employment Opportunity obligations etc.</li><li>▪ Contribute to Quality Programmes which support and maintain ISO9001 accreditation.</li><li>▪ Comply with RFDS policies and procedures.</li><li>▪ Ensure conduct at all times is professional, reputable and in accordance with philosophy and direction of the RFDS.</li></ul>	<ul style="list-style-type: none"><li>▪ Proactive, collaborative and positive participation in Quality Improvement activities, meetings longitudinal audits etc.</li><li>▪ Compliance with all relevant Occupational, Health, Safety &amp; Welfare, Equal Employment Opportunity obligations etc</li><li>▪ Recording of all incidents via online reporting software</li><li>▪ Knowledge and understanding of RFDS policies and procedures and their applicability</li><li>▪ Demonstrated compliance with RFDS policies, standard operating procedures and protocols.</li><li>▪ Promote, support and comply with all quality initiatives including ISO9001 accreditation requirements.</li></ul>
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## Working Relationships

### Internal

- RFDS Board, Management & Staff
- RFDS staff from other bases & Sections
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### External

- Patients and accompanying passengers
- Hospital and Ambulance Service Staff
- Health agencies
- RFDS Friends for Life Members
- Supporters, donors, volunteers and benefactors

## Specific Skill Requirements / Qualifications / Qualities

### Essential

- General and Midwifery Nursing Certificate, registered with the Australian Health Practitioner Regulation Agency.
- Relevant post graduate qualifications and/or experience in Obstetrics and Critical Care.
- Ability to demonstrate ALS competencies and to work as a sole practitioner in an isolated environment
- Ability to work both independently and as part of a multi-disciplinary team
- Ability to initiate and implement appropriate management protocols, particularly in emergencies
- Confident in decision making abilities
- Self motivated with good organisational and decision making abilities
- Exceptional record keeping skills
- High level customer services skills with a professional approach to service delivery
- Ability to develop and maintain relationships across a diverse range of people
- Current Driver's Licence

### Desirable

- Relevant post graduate qualifications and/or experience in Aero-medical nursing
- Thorough understanding of cross cultural and rural/remote area nursing issues
- Holds or is working towards an appropriate tertiary qualification
- Experience in rural/remote area nursing
- An understanding of the history of the RFDS and its values and policies
- Knowledge of and commitment to customer service principles
- Knowledge of Equal Opportunity and OH&S principles and practices
- Sound computer literacy within a Windows environment
- Knowledge of rural and remote Australia

### Working Conditions

- Part of a 7 day per week rotating roster
- Flexible in work practices
- Work is frequently performed in aircraft environment (confined spaces)
- Exposure to a wide variety of environmental conditions
- Able to provide relief at other bases
- Uniform provided

### 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.

This document is current at June 2016