



Royal Flying Doctor Service

CENTRAL OPERATIONS

POSITION DESCRIPTION

Name:	
Last Date Reviewed:	January 2017
Reviewed By:	Nursing Director

Organisational Structure

Position Title	Role / Team	Section	Approved by
Remote Area Nurse	Health Services	Central Operations	Nursing Director
Location	Employment Type	Reports to	Other Reports
Remote Communities of Country South Australia (Marree, Andamooka & Marla clinics)	Full-Time/Part Time	Senior Flight Nurse, Adelaide	Nil

The RFDS Mission

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

Values

Care & Respect	Understanding, genuine relationships
Reliable & Dependable	Personal effectiveness, analysis and problem solving
Safety & Quality	Safety orientation, continuous improvement
Socially & Ethically Responsible	Commitment, valuing diversity
Collaboration	Communication, leading by example
Innovation	Strategic vision, embracing change

Position Purpose

As part of the Health Services team, the RAN is responsible for the delivery of emergency, routine and non-emergency nurse care and clinic assessments. Working in partnership with the local community, visiting specialists and allied health clinicians, to identify health needs and potential solutions. The RAN will also provide multidisciplinary integrated approach to support the remote health care service to promote well being, maintain health systems, and provide education and training in health literacy, preventative medicine and management of chronic disease. Care shall be in accordance with the standards of the Royal Flying Doctor Service, Central Operations and professional nursing bodies.



Royal Flying Doctor Service
CENTRAL OPERATIONS

Responsibilities and Measures of Success in the Role

Performance Area	Responsibility / Task	Measurement of Success (Key Performance Indicators - KPI's)
Clinical Care	<ul style="list-style-type: none"> ▪ Contribute towards the provision of Primary and Emergency Health Care services to the consumers and visitors of Marree, Andamooka or Marla: <ul style="list-style-type: none"> - in the provision of child and adolescent health services, women's health, health promotion and education activities, counselling and other community health type activities - in the provision of 24/7 emergency nursing services in collaboration with the RFDS Port Augusta on-call medical practitioners. - Perform clinic duties as directed by standard procedures (CARPA manual). ▪ Organise special purpose visits/clinics/workshops in consultation with the RFDS medical staff for the community as indicated by consumer needs. ▪ Ensure care is consistent with RFDS standards ▪ Liaise with RFDS medical staff regarding patient's management and special requirements ▪ Maintain concise and accurate patient records and ensure that the records are kept in accordance with standard procedures. ▪ Maintain current immunisation status, women's health data and other relevant screening information on database. ▪ Ensure that patient confidentiality is maintained at all times ▪ Ensure current knowledge of all medical equipment, drugs used and supplies, and be responsible for maintaining adequate stock levels and maintenance of equipment. 	<ul style="list-style-type: none"> ▪ Reports on numbers of clinics and patients assessed and treated. ▪ Clinical reports on patient emergencies/evacuations provided to the transporting crew and audited as part of the RFDS traditional services monthly clinic audit. ▪ Documented evidence of the use of the CARPA manual and consultation with the RFDS PAG on-call doctor. ▪ Case notes contain appropriate documentation of all clinical consultations. ▪ Competent use of Best Practise for documentation and care planning ▪ Clinical equipment and medication/medical supplies maintained at appropriate levels. ▪ Maintain Best Practice clinical Standards in line with the RACGP standards.
Clinic Administration	<ul style="list-style-type: none"> ▪ Provide statistical information on clinic visits and prepare written reports on special activities. ▪ Liaise with the Nursing Director, Senior Flight Nurse, Port Augusta, Medical Director and Medical staff in the formulation of policy and procedures relating to the clinic and community health roles. ▪ Adhere to the appropriate safety regulations at all times 	<ul style="list-style-type: none"> ▪ Maintain the Clinical Medical Record - Best Practice ▪ Statistical information provided to Health Services on a monthly basis for inclusion in the Manager's MSR. ▪ Regular interaction with HS management on health policy matters relevant to the community. ▪ Evidence of adherence to SQR policy and procedures.



Royal Flying Doctor Service

CENTRAL OPERATIONS

	<ul style="list-style-type: none"> ▪ Have a demonstrated commitment to continuing education and professional development and participate in designated meetings and educational programs ▪ Participate in orientation and training of new staff ▪ Communicate effectively with all other personnel both within the service and other agencies ▪ Be familiar with the implementation procedure relating to the local Disaster Plans ▪ Ensure that conduct is at all times professional and reputable in accordance with philosophy and aims of RFDS 	<ul style="list-style-type: none"> ▪ Evidence of ongoing CME and maintenance of nursing professional registration recorded on Air Maestro.
Public Relations	<ul style="list-style-type: none"> ▪ Positively promote the public profile of the RFDS at all times. 	<ul style="list-style-type: none"> ▪ Positive client/patient feedback ▪ Participation in and/or support of RFDS events, programs and initiatives. ▪ Compliance with RFDS Code of Conduct.
Performance Management	<ul style="list-style-type: none"> ▪ Positively participate and contribute to the RFDS' performance management program. 	<ul style="list-style-type: none"> ▪ Complete self-assessments as required. ▪ Constructively and positively participate in performance discussions
Quality/Compliance	<ul style="list-style-type: none"> ▪ 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 & Welfare, Equal Employment Opportunity obligations etc. ▪ Contribute to Quality Programs which support and maintain ISO9001 accreditation. ▪ Comply with RFDS policies and procedures. ▪ Ensure conduct at all times is professional, reputable and in accordance with philosophy and direction of the RFDS 	<ul style="list-style-type: none"> ▪ Compliance with all Occupational, Health, Safety & Welfare, Equal Employment Opportunity obligations etc. ▪ Knowledge and understanding of RFDS policies and procedures and their applicability. ▪ Demonstrated compliance with RFDS policies, standard operating procedures and protocols. ▪ Promote, support and comply with all quality initiatives including ISO9001 accreditation requirements. ▪ Promote, support and comply with all quality programs including AGPAL accreditation requirements.



Royal Flying Doctor Service

CENTRAL OPERATIONS

Working Relationships

Internal

- RFDS Board, Management & Staff
- Primary Health Care Team
- Health Services Clinical Team
- RFDS Staff from other Bases & Sections

External

- Patients
- Other government & non-government organisations
- Health agencies and stakeholders
- Local community

Specific Skill Requirements / Qualifications / Qualities

Essential

- Understanding of Primary Health Care principles
- AHPRA nursing registration
- Comprehensive post graduate nursing experience
- Post graduate experience and/or qualifications in critical care areas
- Current Drivers Licence
- Ability to work both independently and as part of a multi-disciplinary team
- Ability to work collaboratively in a multidisciplinary environment
- Self motivated with good organisational and decision making abilities
- Thorough understanding of cross cultural and rural/remote area nursing issues
- Exceptional record keeping skills
- Ability to obtain a Criminal History Clearance (child related and vulnerable adults employment screening)

Desirable

- Remote/Community Health nursing experience
- RAN, TNCC, REC or equivalent qualification
- Holds or is working towards an appropriate tertiary qualification
- Post graduate experience in women's health and child health
- 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 vehicle
- Previous experience with Best Practice or Medical Director
- Basic computer literacy within a Microsoft office environment and demonstrated ability to maintain electronic client records and use a range of information to produce timely written and other reports

Working Conditions

- Rural and remote locations
- Exposure to a wide variety of environmental conditions
- 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 January 2017