Position Description: Area Clinical Nurse Specialist – Osteoporosis Fracture Liaison Co-ordinator

POSITION TITLE: Area Clinical Nurse specialist, Grade 2.

DEPARTMENT: Rheumatology – Osteoporosis Fracture Prevention Service.

FACILITY: Hunter New England Local Health District (HNELHD)

AWARD CLASSIFICATION: Clinical Nurse Specialist, Grade 2

TERM: Full time 1 FTE

ORGANISATIONAL RELATIONSHIPS:

Functionally accountable to:

Internal - CNC Rheumatology
  - Director of Rheumatology
  - RNC Service Manager

External – HNELHD Director of Nursing and Midwifery.

Professionally responsible to: CNC Rheumatology
  Service Manager – Royal Newcastle Centre

Performance Review and Development Planning: Initial at 3 months and then annually

OPERATIONAL RELATIONSHIPS

Directly with: Public and Private Hospitals in Hunter New England Local Health District
  - Speciality Medical Officers
  - General Practitioners
  - Area Clinical Nurse Specialists, Clinical Nurse Consultants and Nurse Practitioners
  - Allied Health personnel
  - Medicare Local and practice nurses.
  - Aged Care facilities

Indirectly with: NSW Ministry of Health
  - Musculoskeletal Network, Agency for Clinical Innovations

POSITION PURPOSE AND SCOPE OF RESPONSIBILITIES

The main purpose of this position is to optimise osteoporosis prevention management. The Osteoporosis Fracture Prevention Liaison Coordinator will be responsible for establishing and maintaining a formal process for the early identification, referral and follow-up of people aged over 50 years and over who present to any facility within the HNELHD with a minimal trauma fracture. This will be inclusive of providing specialist
nursing input into patient education, comprehensive assessment, care planning and case management, in conjunction with inpatient and outpatient health care teams, for those patients with a minimal trauma fracture, or identified as being at high risk of an osteoporotic fracture.

**SELECTION CRITERIA:**

**Essential qualifications, expertise, skills and personal attributes**

- Registered Nurse, with current certificate of Registration with Nursing and Midwifery Board of Australia
- 5 years post graduate experience in orthopaedic nursing
- Current class C unrestricted drivers licence
- Training or experience in adult education principles
- Understanding of the concepts of chronic care including self-management education support
- Commitment to champion, educate and lead other health professionals to improve management of osteoporosis and fragility fractures.
- Demonstrated problem solving skills; ability to work with multidisciplinary health professionals
- Excellent interpersonal, verbal and written communication skills
- Good computer skills, working knowledge of CAP, PiMS and RMC, writing reports, data base management and data collection
- Ability to work autonomously and make decisions independently.
- Willing to undertake Osteoporosis Module of Musculoskeletal on line course – College of Nursing.
- Ability to liaise between primary care and hospital based teams.

**Desirable qualifications, expertise, skills and personal attributes**

- Post Graduate certificate in Orthopaedic or Musculoskeletal nursing
- Previous experience in osteoporosis fracture prevention
- Demonstrated ability to act as patient advocate in identification and management of osteoporosis
- Membership of relevant professional body

**KEY ACCOUNTABILITIES:**

**Clinical responsibilities:**

In consultation with the Rheumatology osteoporosis team

- Work effectively with key stakeholders in HNELDH to facilitate patient access to required services
- Foster and maintain strong links with community and acute care services
- Provide health education, self-management support, advocacy and health assessment follow-up as required for the participants of the service
- Responsible for developing procedures, practices, referral pathways and resources for the service
- Responsible for collection of outcomes measurement and database management to allow evaluation of the service
- To comply with administrative and legal requirements and policies of the Rheumatology department, HNELHD, and NSW Health.
- Undertake reasonable travel in accordance with the duty requirements
- Identify and act on opportunities to develop and improve the service.

**Education and training:**

- Contribute to the development, support and delivery of structured best practice education programs for hospital staff, community and significant others
- Participate in research and quality improvement projects including but not limited to osteoporosis management
• Work collaboratively with other specialities with intended outcomes for better health of the person with osteoporosis. i.e. Falls prevention and aged care services.

**Professional:**

• Develop and maintain professional skills through active participation in meetings and opportunities for continuing education
• Be proactive in maintaining effective up to date skills by participation in local and national conferences, seminars and meetings
• Maintain awareness of current best practice on current clinical, ethical and relevant issues
• Participate in performance evaluation and professional development planning with Rheumatology Clinical Nurse Consultant and Service Manager.
• Identify own ongoing learning needs and seek relevant learning opportunities
• Attend mandatory education training annually
• Access ongoing learning needs and seek relevant learning opportunities
• Attend mandatory education training annually
• Access Clinical Supervision and internal support mechanisms as required.

**Areas of Responsibility:**

**Code of Conduct:** Read and acknowledge individual responsibilities as determined in the Code of Conduct

**Occupational Health and safety:** Co-operate with OH&S policies and procedures to ensure own health and safety and that of others within the workplace.

Attend all training sessions as required. E.g. Fire, manual handling, Child protection etc.

**Waste Management:** Be familiar with the HNELHD waste management policies and take part in waste minimisation and recycling programs.

**Policy and procedure:** Ensure familiarity with and adherence to policies and procedures required for performance of your duties.

**Infection Control:** Be aware and comply with infection control policy and procedure and follow guidelines in day to day duties.

**Training:** Attend orientation programs as required and annual mandatory education training.

**Performance Management:** Participate in HNELHD Performance Management Program as required.

**EEO:** Abide by Equal Employment Opportunity principles.

**Complaint Handling:** Be aware of HNELHD Complaints Policy and follow procedures.

**Smoke Free Environment:** Adhere to the HNELHD Non-smoking Policy.

**Confidentiality:** It is a condition of employment that you will not disclose any confidential information either during your employment which you may receive or derive in the course of your employment with HNELHD.

Signatures are required once the above Position description has been read and both parties verify that it accurately describes the position.

Employee’s Name & signature: ........................................... ...........................................

Managers Name & Signature: ........................................... ...........................................

Date: ....../...../........