

Position Title	Enrolled Nurse – Discharge Planning Support										
Site/Location	Mornington										
Unit/Department	Briars and Coolart - Medical/ Surgical Wards										
Classification	As per the Nurses Enterprise Agreement										
Reports to	Ward Nurse Unit Manager										
Supervisory responsibilities	Nil										
Key relationships	• Nurse Unit Managers • Multidisciplinary team - Social Workers and other Allied Health Professionals • Nursing Staff • VMO's • Patients, families and carers										
Overall Job Purpose	The Discharge Planning Support role works in partnership with the Nurse Unit Managers, Social Workers, nursing team and broader multidisciplinary team to support safe, timely and person-centred discharge planning.										
Values & Code of Conduct	All staff are required to adhere to the Code of Conduct and proactively demonstrate behaviour that engenders and promotes the Values of The Bays Healthcare Group Inc. At The Bays Healthcare, we seek to pursue the following values: <table border="0"> <tr> <td>Integrity</td><td>Being honest in our dealings with others.</td></tr> <tr> <td>Compassion</td><td>Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.</td></tr> <tr> <td>Accountability</td><td>Being responsible for and mindful of the consequences of our actions.</td></tr> <tr> <td>Respect</td><td>Acknowledging the rights and opinions of others as we work together as a team.</td></tr> <tr> <td>Excellence</td><td>Continually improving quality and efficiency.</td></tr> </table> If we all embrace an "I CARE" philosophy, we will be successful as individuals, as an organisation and as a community.	Integrity	Being honest in our dealings with others.	Compassion	Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.	Accountability	Being responsible for and mindful of the consequences of our actions.	Respect	Acknowledging the rights and opinions of others as we work together as a team.	Excellence	Continually improving quality and efficiency.
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WH&S	• Present fit for work and able to undertake duties in line with the physical inherent requirements of the role • Work in a safe manner and ensure that any people who report to you, and/or you work with, work safely • Adhere with the current Work Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 • Identify, assess, prioritise and control risks to health & safety of employees, patients, contractors and visitors • Report any hazardous conditions, near misses and injuries immediately to your supervisor in line with incident reporting procedures										
Quality and Risk Management	Understands and complies with all quality and risk related policies, procedures and systems in line with organisation expectations and role responsibilities. These policy and procedures include: <table border="0"> <tr> <td> • Organisational • Clinical • Infection Control • WH&S • Emergency Response </td> <td> • Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, HDU • Environmental Services • Administration • Catering </td> </tr> </table> • Participate in the organisation's accreditation processes • Be compliant with and have an advanced understanding of relevant standards i.e. the National Standards for hospital, • Participate in the organisation's Quality Management and Control program • Participate in the collection of Clinical and Process indicators • Understand the Severity Assessment matrix and reporting system • Implement and undertake case reviews, peer review and improvement proposals as required • Be aware of and comply with all Commonwealth and State statutory and regulatory requirements in relation to privacy	• Organisational • Clinical • Infection Control • WH&S • Emergency Response	• Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, HDU • Environmental Services • Administration • Catering								
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	- Adhere with the current Occupational Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 - Uphold and adhere to the Organisations commitment to Child Safety standards and reporting obligations - Adheres to and is aware of the information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand responsibilities and obligations under this Act. Has declared that they are not a person prohibited by The Act from seeking, undertaking, or remaining in child related employment - Undertake periodic police checks in line with role responsibilities, organisation policy and police check rules
Professional Development and Performance Appraisal	- Demonstrate responsibility for own professional development by continually updating professional knowledge and skills. - Collaborate and build the team by exchange of knowledge and skills - Participate in own and lead team performance appraisals in line with organisation expectations - Complete mandatory and compliance education as required annually and bi-annually as set out in the Mandatory Education policy
KPIs/ Measures	- KPIs and measures, in addition to those listed below, are developed, agreed and measured in line with the strategic and operational requirements of the role as well as any projects allocated to the role. These measures are reviewed periodically. - Reduction in delayed discharges - Reduced length of stay for identified patient groups - Average discharge before 10am - Percentage of discharge plans completed within 24 hours - Readmission rates within 28 days
Major Responsibilities	- Support the planning, coordination and facilitation of safe, timely and person-centred patient discharges. - Identify patients with complex discharge needs and work collaboratively with the multidisciplinary team to develop and implement appropriate discharge plans. - Liaise with patients, families, carers, internal departments and external service providers to coordinate ongoing care and support following discharge. - Assist with referrals to community, aged care, rehabilitation and other health services to ensure continuity of care. - Coordinate discharge-related requirements including equipment, transport, follow-up appointments and community-based services. - Monitor the progress of discharge plans, proactively identify barriers to discharge and escalate issues where appropriate. - Participate in multidisciplinary team meetings and contribute to patient-centred discharge planning discussions. - Provide education and information to patients and their families regarding discharge plans, available services and post-discharge care. - Maintain accurate, timely and confidential clinical documentation in accordance with organisational policies and professional standards. - Comply with all relevant legislation, professional standards, organisational policies, accreditation requirements and The Bays Healthcare Group's iCARE values.
Immunisations	To receive mandatory vaccinations or meet the criteria for exemption.
Security Checks	Relevant security checks, including: background checks, Registration checks, Working with Children Checks, National Police Check, Working Rights (Visa Check) and other checks that are deemed necessary for specific roles as requested by The Bays Healthcare Group Inc.
Qualifications / Experience - Mandatory	- Current registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). - Demonstrated clinical experience as an Enrolled Nurse in an acute healthcare setting. - Sound understanding of patient-centred care and safe discharge planning principles
Qualifications / Experience- Desirable	- Previous experience in discharge planning, care coordination, transition of care or case management. - Knowledge of community health services, My Aged Care, NDIS, rehabilitation services and other community support programs. - Experience coordinating referrals to internal and external healthcare providers.

	• Experience working with patients with complex health or psychosocial needs. • Understanding of the importance of timely discharge planning. • Demonstrated ability to work collaboratively within a multidisciplinary team. • Well-developed verbal, written and interpersonal communication skills. • Demonstrated organisational and time management skills, with the ability to prioritise competing demands. • Ability to maintain accurate clinical documentation and patient records.
Personal Competencies Required	• Demonstrates compassion, empathy and respect when interacting with patients, families and colleagues. • Excellent interpersonal skills with the ability to build effective working relationships. • Strong organisational skills with a proactive and solution-focused approach. • Ability to work independently while recognising when to seek guidance or escalate concerns. • Adaptable and responsive to changing priorities in a dynamic clinical environment. • Consistently demonstrates professionalism, integrity, accountability and confidentiality. • Commitment to continuous learning and quality improvement.
Job Competencies Required	• Ability to identify patients requiring discharge planning support and contribute to the development of appropriate discharge plans. • Ability to coordinate referrals to community and support services to facilitate safe transitions of care. • Effective communication with patients, carers, multidisciplinary team members and external agencies. • Ability to identify and escalate barriers that may delay patient discharge. • Sound clinical judgement and problem-solving skills within the Enrolled Nurse scope of practice. • Ability to maintain accurate, timely and comprehensive clinical documentation. • Demonstrated understanding of patient confidentiality, privacy legislation and professional standards. • Competence in using clinical information systems and Microsoft Office applications.
Inherent Requirements	• Able to use equipment and tools safely and without physical or other restriction • Undertake assessment of ability to physically and mentally meet the requirements of the role • Manual Handling, equipment use instructions and inherent physical requirements of the role may change. It is the employee's responsibility to complete mandatory education and other education activities in relation to the role's requirements

Note: *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

Approved: _____
Signed, Manager Title

/ /
Reviewed Date

I have read and understood the contents of this position description and the expectations of my role.

Approved: _____
Signed, Employee

/ /
Date

Print Name, Employee