

## POSITION DESCRIPTION

Position Title	Transfusion Nurse
Supervisor's/Manager/s Title	Chair of the Hospital Quality/Transfusion Committee
Department	Hospital Administration
Cost Centre	

### **Key Purpose of Position**

To work with medical, nursing and laboratory staff to promote safe and appropriate use of blood and blood components/products in accordance with national and international guidelines.

### **Key Effectiveness Areas (KEAS)**

1. Education
2. Auditing
3. Clinical
4. Administrative

<b>Performance Objective</b>	<b>Key Performance Indicators</b>
1. To promote safe and appropriate blood transfusion practice.	<ul style="list-style-type: none"> <li>▪ Key Performance Indicators for the use of blood products within the hospital are established and reported to the transfusion committee.</li> <li>▪ Appropriate usage of blood is indicated with reduced documented wastage of blood and blood products.</li> </ul>
2. To develop and implement policies/protocols which are in accordance with national and international guidelines.	<ul style="list-style-type: none"> <li>▪ Hospital-wide policies and protocols are up-to-date and reflect the recommendations of national and international guidelines.</li> <li>▪ There is evidence that hospital policies and procedures are adhered to by all staff.</li> </ul>
3. To effectively coordinate the training and education of staff regarding transfusion practice.	<ul style="list-style-type: none"> <li>▪ Clinical competencies relating to transfusion practice are established and implemented.</li> <li>▪ A regular transfusion practice education program is provided for relevant staff.</li> <li>▪ A KPI for education standards is established and implemented.</li> <li>▪ Evaluation of education and training indicates a high level of satisfaction.</li> </ul>
4. To promote provision of transfusion information to consumers.	<ul style="list-style-type: none"> <li>▪ Patient information materials are up to date and available to all patients receiving blood products.</li> <li>▪ Patients and relatives indicate a high level of satisfaction in regard to support and information given pertaining to blood transfusion.</li> </ul>

5. Develop a process for monitoring and managing errors and adverse events.	<ul style="list-style-type: none"> <li>Through audits and reports to appropriate committees it will be evident that adverse events are monitored, captured and managed.</li> </ul>
6. To audit compliance to guidelines and effectively disseminate data.	<ul style="list-style-type: none"> <li>Audits pertaining to transfusion practice of medical, nursing and laboratory staff will indicate a high level of adherence to guidelines.</li> <li>Effective dissemination of audit reports will indicate high level of staff awareness of transfusion guidelines.</li> </ul>
7. To effectively manage change within the organisation.	<ul style="list-style-type: none"> <li>Appropriate stakeholders within the organisation indicate a high level of satisfaction that change has occurred in relation to transfusion practices.</li> </ul>
8. To be a liaison person between laboratory and clinical areas, and to address issues related to transfusion practices between these settings.	<ul style="list-style-type: none"> <li>Staff within laboratory and clinical areas will indicate that the transfusion nurse is effective in addressing issues arising.</li> </ul>
9. To attend Blood Transfusion Committee meetings, produce/present reports on blood transfusion and ensure data on blood transfusion is maintained.	<ul style="list-style-type: none"> <li>Blood Transfusion committee will indicate a high level of satisfaction in relation to attendance, reports and presentations, and documentation on blood transfusion.</li> </ul>

### **Qualifications, Key Skills, Competencies/Personal Attributes required for the effective performance of this position**

#### **ESSENTIAL**

- Minimum 3 years post-registration experience within an acute care setting
- Current clinical knowledge in nursing with basic haematology skills and knowledge
- Excellent organisational skills to assess, plan, design, coordinate, implement and evaluate adult educational programs
- Demonstrated ability to work within a team environment
- Ability to work within a variety of clinical settings
- Demonstrated excellence in interpersonal skills and ability to develop positive working relationships with a broad range of professional disciplines
- Demonstrated ability to work autonomously
- Ability to participate on relevant internal and external committees/groups concerned with transfusion safety
- Ability to resolve problems in a collaborative or independent manner
- Skills in written and verbal communication
- Computer skills (Microsoft Words, internet and Excel)

#### **DESIRABLE**

- A relevant (or working towards) postgraduate qualification in nursing

### **Working Relationships**

#### **Internal**

- Hospital Transfusion Committee
- Quality Manager/Risk Manager
- Key personnel from other areas

#### **External**

- Transfusion nurses employed within other Victorian hospitals
- Key organisations associated with transfusion medicine
- Transfusion nursing forum(s) internationally

