

POSITION DESCRIPTION

Position Title	Transfusion Nurse
Supervisor's/Manager/s Title	Quality/Risk/Clinical Governance Manager
Important supplementary professional development & communication linkages <ul style="list-style-type: none"> • Nurse mentor (to facilitate professional role development within the organisation, including access to nurses across the organisation) • Organisational Transfusion leadership and/or content expertise 	Senior nurse or nurse educator (e.g. Director of Nursing (DON) or ADON) Chair of the Hospital Transfusion Committee (or equivalent)
Department	As prescribed by the health service to be consistent with the supervisor relationship.
Key Purpose of Position To work with all staff involved in transfusion to promote safe and appropriate use of blood and blood components/products in accordance with national and international guidelines.	
Key Effectiveness Areas (KEAS) <ol style="list-style-type: none"> 1. Education 2. Auditing 3. Clinical 4. Administrative 5. Safety 	
Performance Objective	Key Performance Indicators
1. To promote safe and appropriate blood transfusion practice.	<ul style="list-style-type: none"> ▪ Key Performance Indicators for the use of blood products within the hospital are established and reported to the transfusion committee. ▪ Appropriate usage of blood is indicated with reduced wastage of blood and blood products. ▪ Participate in benchmarking activities and develop activities to address needs identified
2. To develop and implement policies/protocols which are in accordance with state, national and international guidelines.	<ul style="list-style-type: none"> ▪ Hospital-wide policies and protocols are current and reflect the recommendations of state, national and international guidelines. ▪ There is evidence that hospital policies and procedures are adhered to by all staff.
3. To effectively coordinate and assist with the training and education of staff regarding safe and appropriate use of blood in conjunction with existing health service education	<ul style="list-style-type: none"> ▪ Assist in the development and completion of Clinical competencies relating to transfusion practice. ▪ A regular transfusion practice

programs.	<p>education program is provided for relevant staff.</p> <ul style="list-style-type: none"> ▪ A KPI for education standards is established and implemented. ▪ Evaluation of education and training indicates a high level of satisfaction.
4. To promote provision of transfusion information to consumers.	<ul style="list-style-type: none"> ▪ Patient information materials are up to date and available to all patients receiving blood products. ▪ Patients and relatives indicate a high level of satisfaction in regard to support and information given pertaining to blood transfusion.
5. Develop a process for monitoring and managing errors and adverse events.	<ul style="list-style-type: none"> ▪ Through audits and reports to appropriate committees it will be evident that adverse events are monitored, captured and managed.
6. To audit compliance to guidelines and effectively disseminate data.	<ul style="list-style-type: none"> ▪ Audits pertaining to transfusion practice of medical, nursing and laboratory staff will indicate a high level of adherence to guidelines. ▪ Effective dissemination of audit reports will indicate high level of staff awareness of transfusion guidelines.
7. To effectively manage change within the organisation.	<ul style="list-style-type: none"> ▪ Appropriate stakeholders within the organisation indicate a high level of satisfaction that change has occurred in relation to transfusion practices.
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"> ▪ Staff within laboratory and clinical areas will indicate that the transfusion nurse is effective in addressing issues arising.
9. To produce/present reports on blood transfusion data to relevant committees, including an annual external report to the Department of Health Blood Matters program	<ul style="list-style-type: none"> ▪ Blood Transfusion and any relevant committee will indicate a high level of satisfaction in relation to attendance, reports and presentations, and documentation on blood transfusion. ▪ Blood Matters program will indicate a high level of satisfaction in relation to an annual report on the transfusion improvement activities undertaken by the Blood Transfusion committee.
10. Maintain level of education and awareness of current standards, guidelines and practices relating to transfusion	<ul style="list-style-type: none"> ▪ Attend regular educational updates in relation to transfusion ▪ Be involved with Blood Matters activities, such as education forums and maintain regular contact with the program.
11. Promote specialised role of Transfusion Nurse	<ul style="list-style-type: none"> ▪ Investigate opportunities and participate in activities within the hospital and its community to promote the role of the TN ▪ Involvement in Blood Matters working groups/ committees.

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

ESSENTIAL

- Eligible to obtain (or already working towards) a relevant post graduate qualification in transfusion nursing.
- 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 excellence in interpersonal skills and ability to develop positive working relationships with a broad range of professional disciplines
- Ability to negotiate and resolve problems in a collaborative or independent manner
- High level written and verbal communication, including computer skills (internet, Microsoft Word and Excel).

DESIRABLE

- Demonstrated understanding of quality and safety improvement principles.

Working Relationships

Internal

- Pathology provider(s)
- Hospital Transfusion Committee
- Quality Manager/Risk Manager
- Clinical education unit
- Key personnel from other areas

External

- Transfusion nurses and transfusion trainers employed within other Victorian hospitals
- Key organisations associated with transfusion medicine
- Participation in key activities with the Blood Matters program
- Relevant transfusion nursing forum(s)