Retrieval Nurse
Position Description
Newborn and paediatric Emergency Transport Service (NSW)

JOB DESCRIPTION PROFILE

POSITION: 
Retrieval Nurse

Selection Criteria:

1. Eligible for or has a current NSW Nurses & Midwives Registration Board “Authority to Practice”
2. Experience in neonatal, paediatric or adult intensive care unit
3. Excellent clinical assessment skills and evidence of advanced nursing care of the critically ill neonate and/or paediatric patient
4. Demonstrated strong clinical, safety and professional standards within the critical care environment
5. Ability to deliver effective care which is innovative and within the organizations designated scope of practice
6. Ability to function effectively both independently and as a team member
7. Highly motivated and committed to professional nursing development
8. Ability to provide effective and accurate information through exceptional communication skills

Professional and overall Responsible to:
Nurse Manager of NETS

Clinically Responsible to:
Clinical NUM

Wages and Conditions:
Full time employment in NETS under the NSW Public Hospital Nurses (state) award

Hours of Duty:
Work a full rotating roster of 10-hour shifts with periods on call and overtime as required by the service.

Performance Review:
The Retrieval Nurse Performance Review will be undertaken by the Nurse Manager, (or their delegate), in conjunction with the Clinical NUM and Nurse Educator. A Performance Review is undertaken after the first three to six months of service then annually or as required.
Introduction:

'NETS' is the statewide clinical service for medical retrieval of critically ill newborns, infants and children in New South Wales (NSW), Australia. The NETS nurse is required to use superior communication skills in the coordination of varying requests for assistance and information. NETS nurses manage the clinical coordination centre (telephone conferencing, clinical database and team dispatch) which is responsible for organizing neonatal and paediatric retrieval and clinical advice under the direction of the NETS consultant. The NETS nurse must be clinically competent in triaging, stabilising and transferring high risk neonatal and paediatric patients between a referring hospital/facility and the receiving hospital. This may also include some interstate and international retrievals as well as planned elective and back transfers. The NETS nurse may also be required to undertaken Nurse led retrievals as well as participate in the mobile bed.

The NETS service extends beyond transport in that it provides a point of clinical triage for patients too sick for normal ambulance transfer between hospitals. It connects clinicians in referring and receiving hospitals in a telephone conference to discuss the best treatment and appropriateness of transfer or retrieval. This extends to obstetric cases when maternal transfer no longer seems possible and a neonatal retrieval is inevitable.

Scope of Practice:

The Retrieval Nurse is responsible for the delivery of the highest quality care to the newborn, infant and paediatric patient and their families. The care that is delivered should be individual and continually reviewed. The Retrieval Nurse should be an active clinical resource person contributing towards continuing education for staff and self, as well as acting as an advocate for the patient and their families, in accordance with the guidelines set by:

- The NSW Department of Health
- The NSW Nurses Registration Board
- Sydney West Area Health Service
- NETS service

A Retrieval Nurse at NETS will be required to participate in all types of retrievals (statewide, interstate and international) including nurse retrievals in all modes of transport. Other functions of this position include clinical coordination, mandatory secondments under the Intensive Care Partnership Program (ICPP) in conjunction with staffing the Statewide Neonatal and Paediatric (SNaP) intensive care bed in a nicu or picu, The Retrieval Nurse will be required to complete annual competencies relevant to the maintenance of this position as directed by the service.
In addition to the scope of practice, the Retrieval Nurse at NETS is responsible for maintaining the following requirements;

1. Clinical Practice

1.1 Participation in neonatal and paediatric retrievals by road, rotary wing and fixed wing throughout N.S.W. and occasionally interstate or overseas retrievals.

1.2 Able to demonstrate a comprehensive knowledge of neonatal, paediatric and adolescent critical care nursing which may have been developed through experience and utilisation of specific postgraduate education.

1.3 Provide care that is directed towards achieving health gains for the patient recognising the unique needs of the individual patient and the role of the family in the provision of total care.

1.4 In conjunction with the Medical Registrar assess, stabilize and evaluate the patient's clinical status at the referring hospital during transport and prior to admission to a tertiary centre or destination facility.

1.5 Provide continuous supportive care founded on team protocols and policies.

1.6 As directed by the NETS Consultant and if required in consultation with nursing management undertake nurse retrievals utilizing individual assessment skills.

1.7 As directed by nursing management participate in a secondment to a paed ED or designated nICU, pICU under the Intensive Care Partnership Program (ICPP) in conjunction with staffing the Statewide Neonatal and Paediatric (SNaP) intensive care bed.

1.8 Act as a patient/parent advocate throughout the retrieval process.

1.9 Facilitate opportunities for effective communication with all levels of staff as well as be able to effectively manage conflict.

1.10 Maintain and reinforce confidentiality and disciplines of information.

1.11 Attend daily audit meetings and other relevant meetings when on base as directed by nursing management.

1.12 Accept the role of supervisor of other Retrieval Nurses who are orientating, students and observers who accompany a team on a retrieval.
2. Clinical Coordination

It is expected that after 6 months the RN will be able to:

2.1 Coordinate and facilitate calls involving a NETS Medical Consultants and referring practitioner and receiving Medical Officer.

2.2 Coordinate and facilitate perinatal and high risk obstetric calls.

2.3 Triage all calls made through the clinical coordination centre appropriately.

2.4 Determine the potential need for neonatal or paediatric retrieval and activate a team in consultation with the NETS Consultant.

2.5 Coordinate the appropriate mode of transport, personnel and equipment.

2.6 Utilise appropriate communication devices to contact resources as well as monitor team progress.

2.7 Demonstrate highly developed communication skills when functioning in the role of clinical coordinator.

2.8 Accurately record clinical information and enter relevant information into the NETS database.

2.9 Utilise available resources to assist in maintaining clinical coordination as an effective clinical service.

2.10 Demonstrate a level of professionalism that compliments the service when functioning in the role of clinical coordinator.

3. Equipment Knowledge and Maintenance

3.1 Ensures that all NETS equipment is in a state of readiness by:-

3.1.1 Checking all transport equipment is functional and available.

3.1.2 Having a sound understanding of how all the equipment functions, and is able to troubleshoot, if required.

3.1.3 Cleaning and restocking retrieval equipment at the completion of each retrieval and ensure that relevant pharmacological agents are returned to the fridge.
3.1.4 Maintaining retrieval equipment in an optimal condition, in collaboration with the Dept. of Biomedical Engineering and Inhalation therapy.

3.1.5 Communicating any problems regarding equipment as soon as possible to the Clinical Coordinator as well as completing the appropriate documentation that clearly identifies the problem.

3.2 Evaluating and assisting in the implementation of any new equipment

3.3 Assisting in the maintenance of adequate supplies of requisitioned items (stores, pharmacy, linen, etc) for the service.

4. Quality Management

4.1 Have an understanding of Quality Management and assist in this process by:-

4.1.1 Proficiently, timely and accurately entering and updating information relevant to the maintenance of the NETS database.

4.1.2 Completing and maintaining written documentation pertaining to retrievals.

4.1.3 Providing quality improvement documentation when required.

4.1.4 Evaluate, document and report delays in transport mobilization to appropriate personnel.

4.1.5 Document difficulties encountered during the retrieval.

4.1.6 Introducing problem solving strategies when difficulties occur whilst maintaining safe operating procedures.

4.1.7 Participating in morning case meetings through reviewing team management and patient outcomes.

4.1.8 Preparing and presenting specific case presentations when requested.

4.1.9 Contributing to the production of an annual report and business plan based on NETS service activities.

4.2 Undertaking and documenting Quality Improvement activities.

4.3 Actively participating in the EQuip Process.

4.4 Participating and developing an assigned portfolio/s.
5. Education

5.1 In Consultation with the Nurse Educator participate in the orientation of new staff through assessment, guidance and mentorship.

5.2 Undertake opportunities for self-improvement in clinical skills by actively participating in forums, inservices, conferences, seminars etc to improve those skills.

5.3 Monitor the on-going progress of self, through annual (or as required) performance reviews in conjunction with the Clinical NUM, Nurse Educator, Clinical Nurse Educators and the Nurse Manager or delegate.

5.4 Participate in the ongoing education of non NETS staff to promote an understanding of the diverse roles within retrieval medicine.

5.5 Attend and/or participate in case conferences, external reviews and other educational forums as required by NETS management.

5.6 Attend and/or participates in optional educational inservices and rounds on a regular basis.

5.7 Ensure attendance at annual mandatory educational sessions (e.g. fire safety, infection control etc) as well as annual assessments as directed by NETS education and management.

5.8 Ensure that Mandatory Child Protection education is undertaken.

5.9 Participate as a full participant in Advanced Paediatric Life Support Training (APLS), Paediatric Life Support (PLS) & Early Management of Severe Burns (EMSB) and other extensive training courses as directed by NETS education and management.

5.10 Attend radio operator proficiency training as directed by NETS education and management

5.11 Attend and update aeromedical safety briefings annually.

5.12 Participate in non formal teaching of the critically ill neonatal/pediatric patient, at appropriate levels to referral staff and/or peers.

6. Research

6.1 Participate in the ongoing development and review of NETS policies and procedures, using evidence based principles.
6.2 Initiate and/or participates in projects associated with perinatal management and emergency care of the sick neonate or paediatric patient.

6.3 Participate in research projects prompted by quality assurance outcomes, regarding nursing practice and team standards.

6.4 Remain informed of current nursing research by literature review.

6.5 Assist in the collaboration of data for research.

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7. Occupational Health and Safety

7.1 Demonstrate commitment to OHS&R through personal involvement.

7.2 Maintain safety of self and others avoiding risks and cooperating with your manager/supervisor.

7.3 Follow manager/supervisors reasonable instructions concerning health and safety in the workplace.

7.4 Participate in OHS&R education and training.

7.5 Report any workplace hazards.

7.6 Actively involved in hazard identification, assessment and control process.

7.7 Develop an understanding as well as participate in the Numerical Profile.

7.8 Utilise safe operating procedures and material safety data sheets.

7.9 Provide assistance to retrieval teams and in moving equipment around the NETS base as required.

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8. Professional Practice and Development

8.1 Maintain current nursing registration in NSW and produces evidence of same to the Nurse Manager at the time of renewal.

8.2 Comply with the professional code of ethics for nurses and local and SWAHS code of conduct.

8.3 Adhere to local, area and Department of health guidelines and policies and procedures.
8.4 Demonstrate professionalism when working/representing NETS in all associations with other hospitals, facilities their consumers and staff and members of the general public.

8.5 Promote the NETS service through fundraising and public awareness campaigns.

8.6 Assume responsibility for self education and awareness of advances in neonatal/paediatric care, retrieval and technology.

8.7 Actively participates on committees as directed by the Nurse Manager/Clinical Manager.

8.8 Maintain membership of relevant professional organisations and produces evidence of same annually to the Nurse Manager.

8.9 Acts as a professional role model for neonatal and paediatric nurses.

8.10 Undertake opportunities for succession in senior nursing positions at NETS when the opportunity arises.

8.11 Foster an environment that is conducive to effective communication and complementary working relationships, with working peers, and other health professionals.

8.12 Demonstrate the ability to work as a team with all members involved with the transport process.

8.13 Assume responsibility for working scheduled hours of duty, oncall and overtime, as necessitated by service demands, including accurate records of hours worked, e.g. recording of overtime, time in lieu and time in lieu hours taken.

8.14 Attend critical incident debriefings as required.
1. Undertake a preplacement health and hearing assessment resulting in the employee being unlikely to be put at risk or putting others at risk in the proposed position.

2. In accordance with NSW health policy PD 2007_06 “Occupational Assessment, Screening and Vaccination against specified infectious diseases, all new employees to SWAHS are to provide acceptable evidence of protection against the specified infectious diseases and then ongoing compliance.

3. Undertake additional physical assessments as appropriately identified by the NETS service, including annual audiometry and tympanometry.

4. As per Public Hospital Nurses (State) award.

5. Will satisfactorily complete a performance review at 3 – 6 months.

6. Have an annual performance appraisal by the Nurse Manager or delegate.

7. Work a rotating roster to meet the needs of the NETS service.

8. Will participate in a rotation to nICU, pICU as directed by the Nurse Manager as part of the Intensive Care Partnership Program incorporating SNaP intensive care bed.

9. May be required to participate in a rotation to a paed ED.
General Organisational Responsibilities

1. I will comply with the policies and procedures as determined or varied from time to time by NETS and the Sydney West Area Health Service (SWAHS). These policies and procedures are set out in the NETS Policy Manuals and the SWAHS Human Resource Manual.

   It is my responsibility to keep up to date and seek information regarding NETS and SWAHS policies and procedures.

2. I agree to comply with the Australia Nursing and Midwifery Council (ANMC) Code of Professional Conduct and Code of Ethics.

3. I agree to comply with SWAHS policy in respect to Code of Conduct.

4. SWAHS has a smoke free work place policy. I agree to adhere to this policy.

5. I will not at any time, except as may be required by law, either during my employment with the SWAHS or after my termination of employment, however so caused, disclose or use, other than in the proper performance of my duties, or with the prior written consent of SWAHS any confidential information belonging to, or concerning the business of SWAHS, its staff and customers or any related bodies corporate or affiliated entities, or its or their affairs which is acquired by me during my employment.

   Confidential information includes, but is not limited to, any information (written, electronically conveyed or oral) of a professional, operational, technical, financial or personal nature which is not publicly available, except by breach of this agreement.

6. It is a condition of my employment that I must not, without authority, directly or indirectly state that I am representing the SWAHS or it's position in respect of any matter. Furthermore I must not directly or indirectly engage in any behaviour or activity which could by association cause the SWAHS public embarrassment, or bring SWAHS’ reputation into disrepute.

7. SWAHS has an equal Employment Opportunity workplace policy. I agree to adhere to this policy in the day-to-day conduct of personnel related duties.

8. I agree to undertake an annual performance review.
9. I agree to adhere to the Anti Discrimination Act in matters relating to relationships with patients, visitors and staff.

10. I agree to comply with the Infection Control and Occupational Health & Safety policies and practices of the SWAHS, as outlined in the respective resource manuals.

11. I agree to comply with the Uniform Policy of NETS.

As occupant of this position, I have noted this Position Description and agree with the contents therein. I understand that other duties may be directed from time to time and that I may be required to work in any area under the jurisdiction of the Board of Directors of Sydney West Area Health Service.

I also agree to support the maintenance of the policies of NETS, Sydney West Area Health Service, the Department of Health and appropriate Legislation and Statutory Regulation including the policy on confidentiality of patient information or such other sensitive or confidential information that I may come across in the course of my employment.

I have explained the duties and responsibilities of this position to this employee.

______________________________________        Date
Nurse Manager
(NETS)

I have read this position description and I understand its requirements and agree to fulfil its functions and responsibilities as outlined.

___________________________________________        Date
Please Print Name Here

___________________________________________        Date
Employees Signature
NETS Physical Assessment Requirement Form.

In being able to suitably fulfill the role of a Retrieval Nurse at NETS the individual will need to meet the physical expectations of retrieval and perform tasks and functions specific to the role and function of a Retrieval Nurse, which include:

- Ability to assist in the loading and unloading of the NETS paediatric stretcher/bridges and the NETS neonatal systems and equipment from all forms of aircraft and road ambulance/vehicles
- Physically able to function and perform specific tasks in the air, road and transport environment
- Ability to tolerate the stresses of flight without physical impairment
- Ability to egress emergency exits of road, rotary wing and fixed wing under normal conditions
- Ability to lift equipment and Retrieval packs without assistance
- Ability to perform specific administrative duties in the role of clinical coordinator

A statement of physical requirements must accurately reflect the physical demand of the job described. Moreover, it is considered part of the statement of duties and is an integral part of the performance standard that the job applicant has to agree upon.

The following Physical Assessment for the Retrieval Nurse was assessed by an independent company and the requirements have been developed through a workplace assessment and job description.

**Work Level Classification**

1. *Sedentary Work:*

   Sedentary work typically requires sitting for 6 hours of an 8 hour workday, lifting no more than 5kg on an occasional basis, with possible frequent lifting of small objects weighing less than 5kg.

2. *Light Work:*

   Light work is defined as lifting no more than 10kg on an occasional basis and up to 4.5kg on a more frequent basis. Light work typically requires standing and walking for 6 hours out of an 8 hour workday. Certain jobs may require continuous sitting, however, and would also entail the consistent use of either hand or foot controls.
3. **Medium Work:**

Medium work typically requires lifting up to a maximum of 22.7kg on an occasional basis and up to 11.36kg on a frequent basis. It is also generally accepted that medium work necessitates the worker being on his or her feet for 6 hours out of an 8 hour day.

4. **Heavy Work:**

In this category, maximum lifting of 45.5kg is expected, with more frequent lifting of weights up to 22.7kg. Standing and walking 6 hours out of an 8 hour workday is also included in this category.

5. **Very Heavy Work:**

Maximum lifting of 45.5kg is expected, with more frequent lifting of weights up to 22.7kg. Standing and walking 6 hours of an 8 hour day is also included in this category.

*(Information obtained from the US Labour Department Dictionary of Occupational Titles)*

**Transporting patients and medical equipment require the following physical demands:**

- Constant walking
- Constant standing
- Occasional sitting
- Occasional team lifting of maximum 145kg
- Occasional lifting and pushing/pulling up to 145kg
- Bilateral lifting and carrying up to 13.5kg
- Constant bilateral upper limb use
- Frequent trunk flexion
- Occasional squatting
- Bilateral gross grasp

**Setting up medical equipment requires the following physical demands:**

- Constant walking
- Constant standing
- Occasional bilateral/unilateral lifting medical boxes up to 6kg
- Occasional bilateral lifting medical equipment up to 13.5kg
- Frequent neck flexion and rotation
- Frequent trunk flexion, rotation and twisting
- Occasional pushing and pulling up to 145kg to re-position intensive care systems
- Occasional squatting
- Constant bilateral fine motor movements

**Stabilisation of patients requires the following physical demands:**

- Constant walking
- Constant standing
- Bilateral/unilateral lifting of medical boxes up to 6kg
- Occasional; lifting of medical equipment up to 13.5kg
- Bilateral lifting of and transferring patient up to 20kg
- Frequent neck flexion and rotation
- Frequent trunk flexion, rotation and twisting
- Frequent bilateral shoulder flexion
- Occasional squatting
- Constant bilateral gross grasp and fine motor movements

**Travelling in Road Ambulances, Rotary Wing and Fixed Wing vehicles require the following physical demands**

- Constant sitting
- Occasional walking
- Occasional standing
- Constant bilateral upper limb use
- Frequent trunk flexion and twisting
- Occasional adoption of squatting posture

**Administrative tasks in Clinical Coordination require the following physical demands:**

- Constant sitting
- Occasional standing
- Occasional walking
- Frequent sustained neck forward flexion
- Frequent trunk flexion
- Constant bilateral upper limb use and coordination
- Frequent bilateral forward flexion of the shoulders

**Cleaning equipment requires the following physical demands:**

- Constant walking
- Constant standing
- Frequent neck flexion and rotation
- Occasional neck extension
- Frequent trunk forward flexion and rotation
- Constant bilateral upper limb use and coordination
- Constant bilateral shoulder flexion
- Occasional squatting
- Occasional lifting of medical equipment up to 14kg
- Occasional team lifting of maximum 145kg

In terms of overall physical demands the retrieval nurse is required to undertake different work load classifications for each task. The following demands have been rated based on the tasks that will require the highest physical demand.
## Physical Demands

<table>
<thead>
<tr>
<th>Working Position</th>
<th>Never (0%)</th>
<th>Occasional (1% - 33%)</th>
<th>Frequent (34% - 66%)</th>
<th>Constant (67% -100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td></td>
<td></td>
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<td>x</td>
</tr>
<tr>
<td>Comments:</td>
<td>Sitting in vehicles during transport as well as in Clinical Coordination.</td>
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<tr>
<td>Standing</td>
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<td>x</td>
</tr>
<tr>
<td>Comments:</td>
<td>Generally on level ground with varying surfaces but can occasionally be required to negotiate inclines such as ramps, uneven ground. Will be required to stand for periods when on a retrieval attending to a patient.</td>
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<tr>
<td>Walking</td>
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<td>x</td>
</tr>
<tr>
<td>Comments:</td>
<td>Generally on level ground with varying surfaces but can occasionally be required to negotiate inclines such as ramps, stairs, uneven ground and other non carpeted services.</td>
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<td></td>
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<tr>
<td>Balancing</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Comments:</td>
<td>When negotiating uneven ground or changes in gradient. When climbing in and out of transport vehicles.</td>
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<td></td>
<td></td>
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<tr>
<td>Bending</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Comments:</td>
<td>Neck flexion up to 30° neck extension 120° and neck rotation to 90°. Trunk forward flexion 90° and twisting, when providing medical intervention.</td>
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<tr>
<td>Kneeling</td>
<td>x</td>
<td></td>
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</tr>
<tr>
<td>Comments:</td>
<td>Rare but may kneel when cleaning equipment.</td>
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<td></td>
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<tr>
<td>Crouching</td>
<td>x</td>
<td></td>
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</tr>
<tr>
<td>Comments:</td>
<td>Squatting to reach and clean equipment, as well as accessing draws and manoeuvring systems and equipment in the vehicles.</td>
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<tr>
<td>Crawling</td>
<td>x</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>Reaching Forward</td>
<td></td>
<td></td>
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<td>x</td>
</tr>
<tr>
<td>Comments:</td>
<td>To push/pull intensive care systems, lifting and carrying equipment and to access patient during retrieval and in transport vehicles. Position patients on and in systems. Also type on computer keyboard.</td>
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<tr>
<td>Reaching Overhead</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Comments:</td>
<td>To access and adjust equipment and attach systems to gas and electrical supplies and access storage compartments in vehicles and on base as well as to access books and material from shelf.</td>
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</tbody>
</table>

### Climbing

<table>
<thead>
<tr>
<th>Climbing</th>
<th>Never (0%)</th>
<th>Occasional (1% - 33%)</th>
<th>Frequent (34% - 66%)</th>
<th>Constant (67% -100%)</th>
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</thead>
<tbody>
<tr>
<td>Step Ladder</td>
<td>x</td>
<td></td>
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</tr>
<tr>
<td>Comments:</td>
<td>May be required to use step ladder to reach equipment. Particularly in hospitals where the NETS system has been transferred onto a fixed non adjustable trolley. When entering or exiting some transport vehicles.</td>
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<tr>
<td>Stairs</td>
<td>x</td>
<td></td>
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<tr>
<td>Comments:</td>
<td>Occasional negotiation of stairs, however lifts are usually available.</td>
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<tr>
<td>Ramps</td>
<td>x</td>
<td></td>
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<tr>
<td>Comments:</td>
<td>Upon entry and exit of buildings.</td>
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<tr>
<td>In/out road/air vehicles</td>
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<td>x</td>
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<tr>
<td>Comments:</td>
<td>When participating in any retrieval/transport.</td>
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</table>
### Hand Tasks

<table>
<thead>
<tr>
<th></th>
<th>Never (0%)</th>
<th>Occasional (1% - 33%)</th>
<th>Frequent (34% - 66%)</th>
<th>Constant (67% -100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both Hands</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Comments:</td>
<td>This is required when undertaking most tasks.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Gripping</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Comments:</td>
<td>Significant gripping to push/pull intensive care systems. Small to moderate gripping forces to lift and carry medical equipment and to hold a telephone and at a minimum when gripping a pen for writing and other stationery items.</td>
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</tbody>
</table>

### Manual Handling

<table>
<thead>
<tr>
<th></th>
<th>Never (0%)</th>
<th>Occasional (1% - 33%)</th>
<th>Frequent (34% - 66%)</th>
<th>Constant (67% -100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bilateral Lift</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Comments</td>
<td>Occasional group lifting of NETS intensive care systems when loading or unloading and when lifting the medical equipment.</td>
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<td></td>
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<tr>
<td>Unilateral Lift (R)</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Comments</td>
<td>When lifting medical bags and equipment.</td>
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</tr>
<tr>
<td>Unilateral Lift (L)</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Comments</td>
<td>As above depending on individual's preferred hand.</td>
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</tr>
<tr>
<td>Bilateral Carry</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Comments</td>
<td>May carry a combination of medical packs or bags depending what is required for or during a retrieval.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Unilateral Carry (R)</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td>When medical equipment up to maximum of 14kg.</td>
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<tr>
<td>Unilateral Carry (L)</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td>As above depending on individuals preferred hand.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulling</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Comments</td>
<td>Occasional repositioning of intensive care systems when cleaning or setting up or to access patient and other equipment, also when pulling mobile medical equipment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pushing</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td>Same as for when pulling.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Coordination

<table>
<thead>
<tr>
<th></th>
<th>Never (0%)</th>
<th>Occasional (1% - 33%)</th>
<th>Frequent (34% - 66%)</th>
<th>Constant (67% -100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Dexterity</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Comments</td>
<td>To manipulate pen and paperwork and medical equipment and operate equipment, switches, buttons and handles.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good Hearing</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Comments:</td>
<td>For accurate interpretation of information in communicating between team members, vehicle operators and as the clinical coordinator through wearing of headset. Respond and interpretation of information through GRN radio avionics and mobile phone, wearing helmets and vehicle headsets.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye-Hand Coordination</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Comments:</td>
<td>For writing notes and drawing medications and administering same. As coordinator using keyboard and entering accurate data. Operating resources in clinical coordination.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Work Environment

<table>
<thead>
<tr>
<th>Work Environment</th>
<th>Never (0%)</th>
<th>Occasional (1% - 33%)</th>
<th>Frequent (34% - 66%)</th>
<th>Constant (67% - 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature (hot)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>Is dependent on the season. In warmer months, temperatures could exceed 40°C Celsius. Air conditioning is available in the vehicles, within the hospitals and at NETS.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temperature (cold)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>Is dependent on the season. In winter, temperatures could drop below 0°C Celsius. Heating is available in the vehicles, within the hospitals and at NETS.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Noise</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>From helicopter when landing and taking off on the helipad inside and outside and also exposure to aircraft. On rare occasion may require hot load or unload, Headsets, ear muffs and helmets minimise noise exposure.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vibration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>Uneven road surfaces when travelling to various locations as well as in fixed and rotary wing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rain/Sleet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>Is dependent on the season as to frequency of these conditions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snow</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>Is dependent on the season and location of the retrieval.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Space</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>Within vehicles and around patient bed within a hospital.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted by Seatbelt</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>Whenever travelling in car or vehicle relating to work responsibilities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted by Harness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>When undertaking retrieval in rotary wing or fixed wing aircraft.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Never** = 0% of the time
- **Occasional** = 1% - 33% of the time
- **Frequent** = 34% - 66% of the time
- **Constant** = 67% - 100% of the time

I confirm that the above information is the current physical requirements for the position of NETS Retrieval Nurse.

Service Director/Department Manager: __________________________

Signature: __________________________ Date: _ _ / _ _ / _ _

As occupant of the position of Retrieval Nurse, I have noted these physical requirements and acknowledge that I am unlikely to put myself or others at risk in undertaking my role based on these requirements and by signing I agree that I can work within these requirements.

Name of Occupant: __________________________

Signature: __________________________ Date: _ _ / _ _ / _ _

O:\Nursing\Position Descriptions\Retrieval Nurse

Created September 2002, Last reviewed May 2010 Review due May 2011