

IV Link Staff Role and Responsibility Description

1.1 Line Manager – IV Link Staff Selection Criteria

- Select staff with the relevant experience/knowledge and who are prepared to be active in this role and undertake responsibilities as listed below
- 10-15% of total staff are requested to be IV Link Staff
- Preferably work a minimum of 0.5 FTE (discretion of manager)
- Must hold relevant competencies for your clinical area e.g. IVT, CVAD, Venepuncture, IV Cannulation
- Select enough staff so that all shifts are covered (including nights)
- Have basic computer literacy (or be prepared to develop)

1.2 Line Manager Responsibilities

- Support your IV Link Staff with the below responsibilities (including release time to complete CPO's)
- Assist with reviewing results of Clinical Practice Observations performed in your area and support staff to implement improvements where required
- Assist IV Link Staff to communicate CPO results to relevant staff in clinical area

1.3 IV Link Staff Responsibilities

- Proactively maintain knowledge and skills around IV therapy
- Keep up to date with the relevant organisational policies and procedures related to IV management (Volumes 10, 11 and 12)
- Complete monthly Clinical Practice Observations (CPO Audits) to determine the current standards of delivery in the area and utilise results to influence practice
- Work collaboratively with other area IV Link staff and Line Managers to influence and promote best practice in IV fluid and medication management
- Provide support and education within specialty areas *e.g. teaching sessions at hand over, one-on-one support, a summary in staff communication book*
- Be an Assessor for Level 1 and 2 IV Certifications, Venepuncture and IV Cannulation (as relevant to area of work)
- Attend Initial IV Link Staff Study Day and subsequent Updates (at least 3 yearly)
- Maintain links with area IV Link Group / IV Resource person *e.g. via email groups, attend Site/Area specific IV Link Group meetings*

1.4 IV Link Resource Group Responsibilities

- Ensure IV Link Staff and Line Managers are supported with their responsibilities
- Provide education and resources to IV Link Staff regarding their responsibilities
- Communicate division/organisation results of CPO's to the areas concerned, the Line Managers, and the DON group on a quarterly basis
- Communicate any changes to the IV Link staff role and CPO audit program