
Position: Registered Nurse –Grade 2

Reports To: Unit Manager

Award: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012 - 2016

Minimum Qualifications:

Academic: Bachelor of Nursing or equivalent

Other:

ORGANISATIONAL MISSION, VISION AND VALUES:

Our Mission

To meet the health and wellbeing needs of our Community, by delivering a comprehensive range of high quality, innovative and valued health services

Our Vision

Excellence in healthcare, putting people first

Our Values

Integrity

- We will be open and honest and will do the right thing for the right reason.

Innovation

- We will be an industry leader by breaking new ground and improving the way things are done.

Collaboration

- We will actively work together in teams and partnerships.

Accountability

- We will take personal responsibility for our decisions and actions.

Respect

- We will value all peoples' opinions and contributions.

Empathy

- We will endeavour to understand other peoples' feelings and perspectives.

REGISTERED NURSE GRADE 2:

The Registered Nurse Grade 2, under the guidance of the Nurse Unit Manager or delegate, will be responsible for the delivery of expert clinical care.

The Registered Nurse Grade 2:

- Practice according to level of experience and employs a problem solving approach to assess each patient/resident needs so care can be planned and implemented accordingly.
- Demonstrate decision-making skills consistent with experience

PRIMARY OBJECTIVES:

- To work as a part of the health care team to advocate for and facilitate the involvement of individuals, their families and significant others in planning and evaluating care and progress toward health outcomes.
- To work in collaboration with all members of the health care team
- To undertake activities for which they are competent and willing to accept the accountability within their scope of practice.

DUTIES AND RESPONSIBILITIES:

1. Management of Patient / Resident Care

- Demonstrate commitment to person-centred care, and evidence-based best practice standards within scope of practice
- Involve the patient / residents and their relatives in decision making relevant to their needs and preferences
- Practice in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Competency Standards for the Registered Nurse
- Provide evidence based nursing practice by participating in the development and implementation of a planned nursing care approach and standards that are outcome based

2. Communication / Teamwork

- Promote a collaborative team approach to patient / resident care through effective communication, consultation and cooperation with all members of the health care team
- Communicate accurately and promptly all relevant information to and from patients / residents, relatives and colleagues
- Participate in ward / unit meetings in order to exchange ideas and information
- Demonstrate effective communication and conflict resolution skills show ability to offer and value constructive feedback, willing to share and assist others

3. Professional development and practice

- All Registered Nurses have a responsibility for ongoing self-development to maintain their knowledge base to carry out their role
- Learn from experience through an integrative process, which includes gathering objective data from experience, reflecting, identifying relevant theory and knowledge, developing a plan and practicing independently
 - Functions in accordance with legislation, policies and procedures affecting nursing practice
 - It is the Registered Nurse's responsibility to keep accurate records and evidence of education undertaken
- Contribute to the professional development of other members of the health care team

4. Quality Improvement & Risk Management

- Participate in relevant department/unit activities and work proactively with the patient and health care team to achieve desired outcome goals
- Participate in quality improvement activities and ensures outcomes from quality improvement processes are incorporated into practice
- Participate in change to policies, procedures and protocols based on relevant research
- Participate in accreditation processes

5. Leadership & Innovation

- Embraces and contributes to new approaches dealing with work problems or opportunities.
- To act as resource and role model for clinical excellence in the delivery of patient / resident care
- Participate in the supervision / preceptorship of other members of the nursing team and assist with the orientation of new staff
- Participate in teaching others including students of nursing and other health professionals and inexperienced nurses

- Assume the role of the Team Leader and Associate Charge Nurse, if appropriately experienced, as required

Occupational Health and Safety Responsibilities

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

All employees need to:

- Demonstrate and utilise the AIDET (Acknowledge-Introduce-Duration- Explanation- Thank you) principles in all communication with patients / residents / clients and their families
- Demonstrate and understand the application of Accreditation Standards to ensure compliance with applicable regulatory bodies is maintained
- Demonstrate respect for individual's values, customs and spiritual beliefs to ensure patient / resident care is effective and culturally appropriate
- Demonstrate commitment to person-centred care, and evidence-based best practice standards within scope of practice

INHERENT PHYSICAL REQUIREMENTS:

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u>	<u>2. Maintenance / Hotel Services Staff Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles

Other Requirements

- Current police check is required for this role
- Current working with children check may be required for this role
- Current driver's licence may be required for this role
- This position may entail some on call work
- Ability and flexibility to work across Western District Health Services sites as required
- Ability and flexibility to work a rotating roster across day, evening and night duty shifts as required

References

Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012 - 2016

Australian Nursing and Midwifery Council (2006) National Competency Standards for the Registered Nurses

Australian Nursing and Midwifery Council (2008) Code of Professional Conduct for Nurses in Australia

Australian Nursing and Midwifery Council (2007) National Framework for the Development of Decision-making tools for Nursing & Midwifery Practice

Note to all employees

- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- 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.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within six (6) weeks of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

Position code: <i>Human Resources Department use only</i>	
Date revised: <i>Human Resources Department use only</i>	

When revised please forward electronic copy to:
Human Resources Department [email: human.resources@wdhs.net](mailto:human.resources@wdhs.net)