

Position Description



Position Title: Registered Nurse – Division 1, Grade 2 (YP1-YP11)	Division: Clinical Services													
Reports To: Nurse Unit Manager	Direct Reports: Nil													
Primary Objective:														
<p>The Registered Nurse is to deliver a standard of nursing care commensurate with ANMC – National Competency Standards for the Registered Nurse. They should provide a consumer centred approach to their nursing care which demonstrates a sound knowledge of Timboon and District Healthcare Service policies, procedures and guidelines. The Registered Nurse should maintain a professional appearance and approach to the role at all times and convey those qualities to others including being an effective and supportive team member.</p>														
Position Dimension & Decision Making Authority:		Key Communication Contacts:												
<p>Without referral to manager –</p> <ul style="list-style-type: none"> Provision of direct patient care through a consumer centred approach and within the Registered Nurses’ scope of practice that they are educated, competent and authorised to perform Ensures all work is completed accurately on time and in accordance with Timboon and District Healthcare Services policies and procedures Complete electronic maintenance requisitions <p>After Consultation with manager or ANUM–</p> <ul style="list-style-type: none"> Complex nursing issues Escalating clinical problems Contacting medical staff by telephone Telephone enquiries seeking advice. Ordering of supplies – routine stock – within instrument of delegation 		<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>NUM</td> <td>Identification of operational issues, as needed</td> </tr> <tr> <td>ANUM</td> <td>Throughout the shift – to ensure effective communication</td> </tr> <tr> <td>Registered Nurses & Enrolled Nurses</td> <td>Throughout the shift – to ensure effective communication</td> </tr> <tr> <td>Medical Officers</td> <td>Delivery of patient care, as needed</td> </tr> <tr> <td>Relatives and friends of patients</td> <td>Liaise with patients/primary carers and extended family in planning and managing care needs.</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	NUM	Identification of operational issues, as needed	ANUM	Throughout the shift – to ensure effective communication	Registered Nurses & Enrolled Nurses	Throughout the shift – to ensure effective communication	Medical Officers	Delivery of patient care, as needed	Relatives and friends of patients	Liaise with patients/primary carers and extended family in planning and managing care needs.
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Referred to managers or others – <ul style="list-style-type: none"> All contact with media organisations Critical/Sentinel events Purchase requisitions – non stock/special orders Consumer Compliments and Complaints Industrial relations issues Work care issues or any injury to staff occurring at work Decisions outside of position delegation Decisions outside Timboon and District Healthcare Service policy. 		
Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Clinical	<ul style="list-style-type: none"> Provide individualised patient care Plan, implement and evaluate nursing practice within the clinical area Identification of clinical situations that require urgent medical intervention Liaise with other health professionals to achieve optimal outcomes of holistic care Patient areas are maintained at all times in readiness to meet any clinical situation Perform any other reasonable task as directed by your manager. 	<ul style="list-style-type: none"> Able to identify areas of risk Works within scope of practice Uses assessment skills to inform decision making Prioritises care Initiates and delivers care to all patients within acceptable time limits Identifies patient needs Clinical areas are restocked and equipment checked and functioning Update of competencies to ensure best practice.
2. Management	<ul style="list-style-type: none"> Assist with administrative activities of the department as required on a day to day basis 	<ul style="list-style-type: none"> Perform daily and weekly cleaning and checking activities as listed

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	<ul style="list-style-type: none"> • Supervise and be responsible for the standard of care given by registered nurses YR1, Enrolled Nurses, and students on placement • Assist in the orientation and supervision of new staff/students on placement as delegated • Be accountable and responsible for the economic use of resources • Have knowledge of and adhere to Timboon and District Healthcare Service and Clinical Team policies and procedures. • Assist with the formulation and implementation of the policies and procedures of the Clinical Team and facilitate change with the Patient, Safety and Quality Committee. • Actively participate in unit and inter-departmental meetings as requested or nominated • Participate in committees to further develop nursing practice at Timboon and District Healthcare Service. • 	<ul style="list-style-type: none"> • Promote a supportive and learning environment for less experienced registered nurses and students on placement • Be familiar with current costs of drugs and consumables • Inform NUM/ANUM of faulty/broken equipment • Is familiar with and has a working knowledge of computer access to policies, procedures and guidelines • Participate in the review of current policies and contribute to the development of new policy • Participation at meetings evidenced in minutes of meetings.
<p>3. Information Management</p>	<ul style="list-style-type: none"> • Utilise TDHS's IT systems to ensure accurate development and maintenance of clinical and non-clinical documentation in a timely manner • All documentation will be on organisation controlled (TDHS) paperwork where applicable and include your name, designation, time and date • Regular monitoring of clinical & non clinical documentation to ensure compliance with applicable legal and regulatory bodies • Maintain client files according to the policies and procedures of TDHS 	<ul style="list-style-type: none"> • Patient related documentation is complete and accurate • Documentation complies with legal and regulatory bodies requirements • Maintains confidentiality and privacy at all times

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	<ul style="list-style-type: none"> All information obtained in the course of your employment will remain confidential and private. This does not cease on the completion of your employment with TDHS 	
<p>4. Professional Standards and Development</p>	<ul style="list-style-type: none"> Actively participates in performance review after 12 weeks service and annually thereafter Develop and maintain a program of professional development in liaison with the NUM/ANUM Maintain a high standard of knowledge and expertise that reflects contemporary nursing practice Maintain an up to date written record of professional development activities in accordance with National Registration requirements Undertakes minimum of 20 hrs professional development annually in accordance with national registration requirements. 	<ul style="list-style-type: none"> Attendance at in-service education, study days, conferences that provide training and self-development Performance will be assessed against objectives, responsibility areas and duties and level of skill against those listed in the position description Accepts constructive criticism Produces record of self-development at appraisal Undertakes mandatory training and / or competencies including but not limited to: <ul style="list-style-type: none"> Basic Life Support Infection Control Update Annual Fire Training No Lift Competency Aseptic Technique IV Cannulation
<p>5. Teamwork</p>	<ul style="list-style-type: none"> Work as an effective team member throughout Timboon and District Healthcare Service Demonstrates effective communication with patients, carers, all members of the health team and other service staff and the general public Ensures confidentiality of patient information 	<ul style="list-style-type: none"> Demonstrates active listening skills Actively participates in discussion Contributes to decision making Demonstrates a positive attitude and expectations from staff Consults with key health professionals in delivering care to a diverse patient population

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	<ul style="list-style-type: none"> Encourages, promotes and disperses a positive attitude and information throughout Timboon and District Healthcare Service. 	<ul style="list-style-type: none"> Written communication is clear, concise and accurate Provides a comprehensive handover to continuing health care teams Involves patient, family, significant others in patient assessment, management and discharge Patient privacy and confidentiality is respected.
6. Occupational Health and Safety	<ul style="list-style-type: none"> Behaviour and work practices are in line with Occupational Health and Safety Act 2004 and related Timboon and District Healthcare Services policies To be competent in, and adhere to the principles of 'No Lift' To participate in appropriate safety education and evaluation activities Ensure all broken, faulty or malfunctioning equipment is reported. 	<ul style="list-style-type: none"> Has knowledge of and adheres to the OH&S Act and Timboon and District Healthcare Service policies Has completed annual mandatory training in No Lift and adheres to the principles of No Lift Has attended mandatory annual fire safety and evacuation exercises Promotes a safe working environment.
7. Organisational Infection Control and Quality Improvement Standards	<ul style="list-style-type: none"> Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values Ensure all practice is conducted in accordance with infection control policies, procedures and standards Participate in relevant organisational quality accreditation processes Participation in quality improvement activities Complies with all TDHS mandatory training requirements 	<ul style="list-style-type: none"> Adherence to infection control and quality standard legislative requirements at all times Demonstrated participation in accreditation processes Evidence of continuous improvement Evidence of completion of all mandated training by annual date Evidence of current Influenza Vaccine
8. Code of Conduct and Equal Opportunity	<ul style="list-style-type: none"> Develop and maintain sound knowledge of and commitment to TDHS policies and procedures 	<ul style="list-style-type: none"> Aware of and promotes TDHS policies and procedures

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	<ul style="list-style-type: none">• Ensure that you engage in behaviour that treats other staff fairly, equitably and not subject to any form of discrimination or harassment• Demonstrate and abide TDHS's Workplace Code of Conduct, including the core values: Accountable, Excellence, Respectful, Integrity and Compassion• Participate in promoting a safe working environment• Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our consumers	<ul style="list-style-type: none">• Core values are reflected in decision making and everyday behaviour• Adherence to the TDHS Code of Conduct• Participation and compliance of all occupational health and safety policies and procedures (including emergency response)• Consumers are made to feel welcome and supported at all times
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Key Challenges:	Key Selection Criteria (Qualifications, Experience and Personal Attributes)
<ul style="list-style-type: none"> • Demonstrated support and partnership with all TDHS managers and staff for the purpose of promoting quality initiatives and creating a centre of excellence • Compliance with EBA and other relevant legislation acts 	<p>Specialist Skills and Knowledge</p> <ul style="list-style-type: none"> • Registered Nurse – holding a current registration certificate with the Australian Nursing and Midwifery Council of Australia • Specific qualifications and experience relevant to particular clinical areas • Ability to organise work in a systematic, accurate and timely manner and be flexible in a changing environment • Demonstrated skills in teamwork and leadership • Computer literacy <p>Desirable</p> <ul style="list-style-type: none"> • Completion of recognized Graduate Program • Postgraduate qualifications in a particular clinical area or a willingness to work towards • Current certification in ALS

I have read and understand the requirements and responsibilities of my Position Description.

Signed:

Name:

Date: / /