

# Position Description



<b>Position Title:</b> Registered Nurse – Division 1, Grade 2 (YP1-YP11)	<b>Division:</b> Clinical Services													
<b>Reports To:</b> Nurse Unit Manager	<b>Direct Reports:</b> Nil													
<b>Primary Objective:</b>														
<p>The Registered Nurse is to deliver a standard of nursing care commensurate with Australian Nursing and Midwifery Accreditation Council (ANMAC) 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>														
<b>Position Dimension &amp; Decision Making Authority:</b>	<b>Key Communication Contacts:</b>													
<p><b>Without referral to manager –</b></p> <ul style="list-style-type: none"> <li>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</li> <li>Ensures all work is completed accurately on time and in accordance with Timboon and District Healthcare Services policies and procedures</li> <li>Complete electronic maintenance requisitions</li> </ul> <p><b>After Consultation with manager or ANUM–</b></p> <ul style="list-style-type: none"> <li>Complex nursing issues</li> <li>Escalating clinical problems</li> <li>Contacting medical staff by telephone</li> <li>Telephone enquiries seeking advice.</li> <li>Ordering of supplies – routine stock – within instrument of delegation</li> </ul>	<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 &amp; 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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<b>Referred to managers or others –</b> <ul style="list-style-type: none"> <li>• All contact with media organisations</li> <li>• Critical/Sentinel events</li> <li>• Purchase requisitions – non stock/special orders</li> <li>• Consumer Compliments and Complaints</li> <li>• Industrial relations issues</li> <li>• Work care issues or any injury to staff occurring at work</li> <li>• Decisions outside of position delegation</li> <li>• Decisions outside Timboon and District Healthcare Service policy.</li> </ul>		
Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. <b>Clinical</b>	<ul style="list-style-type: none"> <li>• Provide individualised patient care</li> <li>• Plan, implement and evaluate nursing practice within the clinical area</li> <li>• Identification of clinical situations that require urgent medical intervention</li> <li>• Liaise with other health professionals to achieve optimal outcomes of holistic care</li> <li>• Patient areas are maintained at all times in readiness to meet any clinical situation</li> <li>• Perform any other reasonable task as directed by your manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to identify areas of risk</li> <li>• Works within scope of practice</li> <li>• Uses assessment skills to inform decision making</li> <li>• Prioritises care</li> <li>• Initiates and delivers care to all patients within acceptable time limits</li> <li>• Identifies patient needs</li> <li>• Clinical areas are restocked and equipment checked and functioning</li> <li>• Update of competencies to ensure best practice.</li> </ul>
2. <b>Management</b>	<ul style="list-style-type: none"> <li>• Assist with administrative activities of the department as required on a day to day basis</li> <li>• Supervise and be responsible for the standard of care given by registered nurses YR1, Enrolled Nurses, and students on</li> </ul>	<ul style="list-style-type: none"> <li>• Perform daily and weekly cleaning and checking activities as listed</li> <li>• Promote a supportive and learning environment for less experienced registered</li> </ul>

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	<p>placement</p> <ul style="list-style-type: none"> <li>• Assist in the orientation and supervision of new staff/students on placement as delegated</li> <li>• Be accountable and responsible for the economic use of resources</li> <li>• Have knowledge of and adhere to Timboon and District Healthcare Service and Clinical Team policies and procedures.</li> <li>• 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.</li> <li>• Actively participate in unit and inter-departmental meetings as requested or nominated</li> <li>• Participate in committees to further develop nursing practice at Timboon and District Healthcare Service.</li> <li>•</li> </ul>	<p>nurses and students on placement</p> <ul style="list-style-type: none"> <li>• Be familiar with current costs of drugs and consumables</li> <li>• Inform NUM/ANUM of faulty/broken equipment</li> <li>• Is familiar with and has a working knowledge of computer access to policies, procedures and guidelines</li> <li>• Participate in the review of current policies and contribute to the development of new policy</li> <li>• Participation at meetings evidenced in minutes of meetings.</li> </ul>
<p><b>3. Information Management</b></p>	<ul style="list-style-type: none"> <li>• Utilise TDHS's IT systems to ensure accurate development and maintenance of clinical and non-clinical documentation in a timely manner</li> <li>• All documentation will be on organisation controlled (TDHS) paperwork where applicable and include your name, designation, time and date</li> <li>• Regular monitoring of clinical &amp; non clinical documentation to ensure compliance with applicable legal and regulatory bodies</li> <li>• Maintain client files according to the policies and procedures of TDHS</li> <li>• All information obtained in the course of your employment will remain confidential and private. This does not cease on</li> </ul>	<ul style="list-style-type: none"> <li>• Patient related documentation is complete and accurate</li> <li>• Documentation complies with legal and regulatory bodies requirements</li> <li>• Maintains confidentiality and privacy at all times</li> </ul>

# Position Description



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

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		<ul style="list-style-type: none"> <li>• Provides a comprehensive handover to continuing health care teams</li> <li>• Involves patient, family, significant others in patient assessment, management and discharge</li> <li>• Patient privacy and confidentiality is respected.</li> </ul>
<b>6. Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>• Behaviour and work practices are in line with Occupational Health and Safety Act 2004 and related Timboon and District Healthcare Services policies</li> <li>• To be competent in, and adhere to the principles of 'No Lift'</li> <li>• To participate in appropriate safety education and evaluation activities</li> <li>• Ensure all broken, faulty or malfunctioning equipment is reported.</li> </ul>	<ul style="list-style-type: none"> <li>• Has knowledge of and adheres to the OH&amp;S Act and Timboon and District Healthcare Service policies</li> <li>• Has completed annual mandatory training in No Lift and adheres to the principles of No Lift</li> <li>• Has attended mandatory annual fire safety and evacuation exercises</li> <li>• Promotes a safe working environment.</li> </ul>
<b>7. Organisational Infection Control and Quality Improvement Standards</b>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values</li> <li>• Ensure all practice is conducted in accordance with infection control policies, procedures and standards</li> <li>• Participate in relevant organisational quality accreditation processes</li> <li>• Participation in quality improvement activities</li> <li>• Complies with all TDHS mandatory training requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Adherence to infection control and quality standard legislative requirements at all times</li> <li>• Demonstrated participation in accreditation processes</li> <li>• Evidence of continuous improvement</li> <li>• Evidence of completion of all mandated training by annual date</li> <li>• Evidence of current Influenza Vaccine</li> </ul>
<b>8. Code of Conduct and Equal Opportunity</b>	<ul style="list-style-type: none"> <li>• Develop and maintain sound knowledge of and commitment to TDHS policies and procedures</li> <li>• Ensure that you engage in behaviour that treats other staff fairly, equitably and not subject to any form of discrimination or harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of and promotes TDHS policies and procedures</li> <li>• Core values are reflected in decision making and everyday behaviour</li> </ul>

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	<ul style="list-style-type: none"><li>• Demonstrate and abide TDHS's Workplace Code of Conduct, including the core values: Accountable, Excellence, Respectful, Integrity and Compassion</li><li>• Participate in promoting a safe working environment</li><li>• Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our consumers</li></ul>	<ul style="list-style-type: none"><li>• Adherence to the TDHS Code of Conduct</li><li>• Participation and compliance of all occupational health and safety policies and procedures (including emergency response)</li><li>• Consumers are made to feel welcome and supported at all times</li></ul>
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Key Challenges:	Key Selection Criteria (Qualifications, Experience and Personal Attributes)
<ul style="list-style-type: none"> <li>• Demonstrated support and partnership with all TDHS managers and staff for the purpose of promoting quality initiatives and creating a centre of excellence</li> <li>• Compliance with EBA and other relevant legislation acts</li> </ul>	<p><b>Specialist Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Registered Nurse – holding a current registration certificate with the Australian Health Practitioner Regulation Agency (AHPRA)</li> <li>• Specific qualifications and experience relevant to particular clinical areas</li> <li>• Ability to organise work in a systematic, accurate and timely manner and be flexible in a changing environment</li> <li>• Demonstrated skills in teamwork and leadership</li> <li>• Computer literacy</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Completion of recognized Graduate Program</li> <li>• Postgraduate qualifications in a particular clinical area or a willingness to work towards</li> <li>• Current certification in ALS</li> </ul>

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

Signed: .....

Name: .....

Date: ..... / ..... / .....