



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>REGISTERED NURSE / REGISTERED MIDWIFE</b>
<b>Department:</b>	
<b>Classification:</b>	Dependant on years of service
<b>EBA / Award:</b>	Nurses (Victorian Public Health Sector) Multiple Business Agreement 2012 – 2016 (Victoria) Public Health System Nurses' and Midwives' (State) Award (New South Wales) Victorian Public Mental Health Services Enterprise Agreement 2016 – 2020
<b>Primary Site:</b>	Cross Campus
<b>Employment Conditions:</b>	<input checked="" type="checkbox"/> Vaccination Category A <input type="checkbox"/> Vaccination Category B <input type="checkbox"/> Working with Children <input type="checkbox"/> Aged Care
<b>AWH VISION</b>	
<i>"The Best of Health."</i>	
<b>AWH VALUES</b>	
Patient and Client focused, ethical, teamwork, Equity, Respect, Compassion, Accountability and Trust.	
<i>Patient and Client Focussed:</i>	Our purpose is to serve our patients and clients in order to achieve the Vision and Purpose of Albury Wodonga Health.
<i>Ethical:</i>	Both in our clinical endeavour and our business practices we will be just in all our dealings.
<i>Teamwork:</i>	Esprit de corps, harmony, partnership and unity are valued.
<i>Respect:</i>	Appreciation of the worth of others and regard for their contribution is inherent.
<i>Trust:</i>	Confidence that all are doing their best, honestly and positively.
<i>Accountability:</i>	Understanding that all bear a personal responsibility to our community.
<i>Compassion:</i>	Consideration, empathy and humanity are given freely to our patients and staff alike.
<i>Equity:</i>	Fairness, integrity and justice are apparent in our actions.
<b>ROLE SUMMARY / PURPOSE</b>	
The Registered Nurse (RN) / Registered Midwife (RM) is a member of the multidisciplinary health care team and utilises the practice of nursing to deliver patient centred care in any practice setting that is in accordance with the NMBA Registered Nurse standards for practice, Albury Wodonga Health (AWH) Nursing Scope of Practice and AWH Nursing Professional Capability Framework.	
<b>KEY RESPONSIBILITIES</b>	

## **PRIMARY RESPONSIBILITIES:**

### **KPI ~ 1 Clinical Practice:**

- Demonstrates a person and family centred approach to nursing decision making and care planning activities.
- Nursing care delivered is at the highest possible standard, is evidence informed and in accordance with legislation and common law as it applies.
- Effectively and efficiently manages the nursing care of individuals or groups of patients / consumers.
- Responds to clinical changes in patients / consumer's conditions and escalates care in accordance with hospital Policy and Procedures.
- Recognises the responsibility to prevent harm to patients / consumers in care.
- Performs nursing interventions following comprehensive and accurate assessments both on point of entry to the hospital and throughout care and provides appropriate nursing interventions, and communicates with other health care professionals as required.
- Documents and practices in accordance with a plan of care to achieve expected outcomes which are based on an ongoing analysis of assessment data, and is consistent with evidence informed practice and research.
- Evaluates patient / consumer responses to care treatments and medications.
- Collaborates with the interdisciplinary health care team to provide comprehensive nursing care.
- Accurately documents patient / consumer care in accordance with hospital guidelines.
- Applies all principles of health literacy in the provision of patient / consumer education to ensure that patients / consumers have the right information, in the right way to make decisions relating to their care.
- Provide effective and timely direction and supervision to ensure that delegated care is provided accurately and safely.
- Participates in discharge planning.
- Promotes a physical and psychosocial environment that enhances safety, security and optimal health by accepting individuals / groups regardless of race, culture, religion, age, gender, and sexual preference.
- Is responsible for the safe and effective handling of all equipment with regard to the safety of self and others.
- Practice is congruent with infection control principles described in AWH policy and procedures, Department of Health and Human Services (DHHS) / NSW Health, eg: National Practice Standards for the Mental Health Workforce, 2013.

### **KPI ~ 2 Professional Practice:**

- Works professionally in accordance with the AWH Code of Conduct, NMBA Code of Professional conduct for Nurses / Midwives, the NMBA Code of Ethics for Nurses / Midwives and relevant specialty frameworks.
- Recognises own abilities and level of professional competence whilst enhancing the professional development of others.
- Acknowledges, understands and practices within designated scope of practice, as defined by the AWH Matrix for Scope of Practice.
- Meets NMBA Continuing professional development practice standards.
- Achieves AWH Nursing Professional capability framework competencies to the Translation to practice (competent) level across all domains within designated timeframes.
- Actively facilitates the experience and learning of students undertaking clinical placement.
- Adheres to all aspects of confidentiality in regards to patients / consumers, staff and personnel.
- Uses professional standards to promote best practice and acts as a role model for other nurses and members of the health care team.

- Acts to eliminate negative behaviour in the workplace.
- Supports other nurses or health care providers who report unsafe or unprofessional practice and negative workplace behaviour.
- Provides constructive feedback to nurses about their clinical practice and behaviour.
- Reports notifiable conduct of health professionals, health workers and others in accordance with APHRA guidelines.
- Participates in and/or leads collaborative practice.

**KPI ~ 3 Continuous Quality Improvement and Risk Management:**

- Maintains own health and safety in the workplace and adheres to the AWH Workplace Health and Safety (WHS) policies and procedures.
- Demonstrated understanding of Workplace Health and Safety requirements.
- Participates in and promotes the value of research that contributes to the development of evidence-based nursing / midwifery practice and improved standards of care.
- Actively participates in the development and achievement of the unit's quality and risk plan.
- Is familiar with the National and EQuIP standards that pertains to patient / consumer care.
- Demonstrates responsibility in ensuring changes to work practice are measured and reported for improved patient / consumer care.
- Attends and participates in AWH committees and / or working parties when required.
- Ensures incidents regarding clinical practice and environmental safety are accurately documented at the time of the incident in RiskMan and the NUM / delegate is informed.
- Consider the cost and budget implications when using or obtaining consumables in relation to the delivery of patient / consumer care.
- Reviews and provides feedback on the relevance of organisational policies and professional standards procedures to practice.
- Demonstrated understanding and response to AWH emergency codes.

**SELECTION CRITERIA**

**MANDATORY:**

- Current Nursing and/or Midwifery Registration with APHRA (Australian Health Practitioners Agency).
- Demonstrates a person and family centred approach to decision making and care planning activities.
- Ability to work as a team member within a multidisciplinary environment.
- Demonstrates an understanding of and the ability to practice within a quality and risk management framework.
- Is able to describe and demonstrate the utilisation of evidence based practice into own practice.
- Understanding of WHS legislation as it relates to employees' responsibilities.
- An ability to describe clinical governance as it pertains to nursing / midwifery.
- The ability to utilise electronic information systems / software used across healthcare settings.

**NOTES:**

A current National Police Check shall be provided / undertaken prior to appointment.

A Working with Children's Check (as per relevant State legislation) will be required where the role requires working unsupervised with children.

AWH is the principal regional health care provider in the event of disaster and emergency. The occupant of this position understands and acknowledges that he/she may be required to work as assigned if requested to meet the Health Service's responsibilities in the event of a disaster or emergency situation.

- While this position description reflects the current duties and responsibilities, it is not to be interpreted as all inclusive. It may be subject to review from time to time.

#### PERSONAL ATTRIBUTES / SOFT SKILLS

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#### KEY RELATIONSHIPS

<b>REPORTS TO:</b>	The RN / RM reports operationally to the relevant departmental Manager and Operational Director of the relevant service stream. All RN / RM's report professionally to the Director of Nursing and Midwifery (DNM).
<b>SUPERVISES:</b>	The RN / RM is responsible for the delegation of duties to: <ul style="list-style-type: none"> <li>• Enrolled Nurse (EN).</li> <li>• Patient Services Assistant (PSA) / Wardsperson) / Assistants in Nursing (AIN).</li> </ul>
<b>OVERALL:</b>	The role of the Registered Nurse (RN) / Registered Midwife (RM) is that of coordination, delegation and leadership of evidence informed person centred nursing care. It is expected that clinical care delivered by the RN / RM will include complex care that requires specialist knowledge, skills and competence. The RN / RM is accountable for their own and the practice of those to whom they delegate duties in accordance with the NMBA Registered Nurse Standards for Practice.

#### PERFORMANCE APPRAISAL

A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation. This includes all Mandatory Training and Clinical Competencies as required (annually or in accordance with timelines specified in relevant health service policies and procedures).

#### QUALITY AND RISK MANAGEMENT

In order to help ensure continued employee and patient safety and quality of care:

- Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of AWH.
- Staff are required to contribute to the development and maintenance of the AWH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk across the organisation.
- **A positive risk culture at AWH is embedded by our belief that everyone has a role in risk. You are encouraged to identify opportunities for improvement and play a role in assisting the organisation to achieve its risk objectives.**
- Staff are required to abide by the Code of Conduct for AWH.

#### HEALTH AND WELLBEING

The health and wellbeing of employees is a priority for AWH and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals.

I commit to:

- **Reporting through the Incident Management System any near misses or incidents as they occur.**

- Partaking in the promotion of the health and wellbeing of employees.
- Contributing to an inclusive and health promoting environment.
- Promoting our values and vision.
- An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.

**SCOPE OF AUTHORITY**

Employees covered under this Position Description are not permitted to work outside of their designated level of responsibility without express permission from either the Manager or the Line Manager.

**CLOSING THE GAP**

AWH is committed to enhance our ability to attract and recruit Indigenous people and committed to closing the gap in employment outcomes between Indigenous and non-indigenous people.

**CONFIDENTIALITY**

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of AWH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.

Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

**Declaration:**

As the incumbent of this position, I acknowledge that I have read the Position Description and Job Demands Checklist, understood its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to AWH. I also agree to strictly observe the AWH Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name of Incumbent: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RELATED AWH DOCUMENTS:**

[AWH Matrix for Scope of Practice - Clinical Support Services Roles \(OTH0076\).](#)

[AWH Matrix for Scope of Practice - Nursing Roles \(OTH0054\).](#)

AWH Nursing Capability Framework.

Policy - Staff Performance Review and Management.

Procedure - Staff Performance Review.

[Code of Conduct \(POL0274\).](#)

[Clinical Credentialing Index.](#)

**OTHER RELEVANT INFORMATION:**

[NMBA Registered Nurse Standards for Practice 2016.](#)

[NMBA Nursing and Midwifery Practice Decisions Summary Guides.](#)

[NMBA Code of Professional Conduct for Nurses in Australia.](#)

[NMBA Code of Ethics for Nurses in Australia.](#)

[NMBA National Competency Standards for the Midwife.](#)

[NMBA Code of Ethics for Midwives in Australia.](#)

[ANMC Code of Professional Conduct for Midwives in Australia.](#)

[Good Practice Guide to Performance Management for Nurses and Midwives – Victorian Public Health Service 2013.](#)

[APHRA Guidelines for Mandatory Notification.](#)

[NMBA A Nurses Guide to Professional Boundaries.](#)

[NMBA Continuing Professional Development Standard.](#)

[Delegation and Supervision Guidelines for Victorian Nurses and Midwives.](#)

[National Practice Standards for the Mental Health Workforce – 2013.](#)

**ANNEXES**

1. Organisational Responsibilities.
2. Jobs Demand Checklist.

**DOCUMENT CONTROL**

<b>Executive Sponsor:</b>	Executive Director Nursing and Midwifery
<b>Manager Responsible:</b>	Executive Director Nursing and Midwifery
<b>Author(s):</b>	Executive Director Nursing and Midwifery
<b>Reviewed by People &amp; Workforce:</b>	<input type="checkbox"/>
<b>Position Description ID No:</b>	PD0102
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<b>Previously Named As:</b>	Same

## ORGANISATIONAL RESPONSIBILITIES

The following criteria are requirements for all employees that may either be assessed through the selection process or assessed as part of your ongoing and annual Professional Development / Performance Management review cycle.

### **Communication:**

- Ability to gather relevant information through effective questioning.
- Ability to express information and ideas appropriately.
- Reads / reviews relevant documents.
- Participates in meetings, committees and disseminates information as required.

### **Equal Employment Opportunity:**

- Commitment to the principles.
- Supports diversity in the workplace.

### **Information Management:**

- Collects and uses data as required.

### **Integrity:**

- The ability to understand the implications of one's actions and act in a manner consistent with relevant policies, codes, guidelines and legislation.

### **Organisation Awareness:**

- Being aware of the organisational goals and objectives and contribute positively to their attainment.

### **People / Patient Focused Environment:**

- Ability to set the highest standards of performance for self and others in meeting the needs of internal and external customers.

### **Infection Control:**

- Hand Hygiene.
- Standard precautions.

### **Primary Health:**

- Promotes the social view of health, early intervention, health promotion and harm minimisation.

### **Quality Improvement:**

- Participate in, and where applicable leads educational and Quality Improvement activities.
- Works to continually improve own performance.

### **Resource Management:**

- Ensure all allocated resources are managed in an efficient and accountable manner.

### **Safe Practice and Environment:**

- Understands responsibilities under Occupational Health and Safety legislation.
- Able to identify actual / potential work place hazards and take corrective action.
- Vaccination status meets legislative requirements.

### **Self Development:**

- The ability to understand own development needs and to recognise, create and seize opportunities to improve performance.

### **Teamwork / Collaboration:**

- Works effectively with others to achieve mutual aims, and to identify and resolve problems.
- Influence an environment free from horizontal and vertical violence.

**JOB DEMANDS CHECKLIST:**

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

***This form is to be completed by the Manager / Supervisor of the position being recruited to.***

**Position:** *Registered Nurse / Registered Midwife*

**Department / Unit:** *Clinical Operations*

**Facility / Site:** *Cross Campus*

**TASKS PERFORMED:**

Nature of Tasks to be undertaken (Collective description as best describes tasks).

**FREQUENCY DEFINITIONS:**

- I = Infrequent - intermittent activity exists for a short time on a very infrequent basis.
- O = Occasional - activity exists up to 1/3 of the time when performing the job.
- F = Frequent - activity exists between 1/3 and 2/3 of the time when performing the job.
- C = Constant - activity exists for more than 2/3 of the time when performing the job.
- R = Repetitive - activity involved repetitive movements.
- N = Not Applicable - activity is not required to perform the job.

Demands	Description	Frequency					
		I	O	F	C	R	N
<b>PHYSICAL DEMANDS:</b>							
Sitting	Remaining in a seated position to perform tasks.			X			
Standing	Remaining standing without moving about to perform tasks.		X				
Walking	Floor type: even / uneven / slippery, indoors / outdoors, slopes.			X			
Running	Floor type: even / uneven / slippery, indoors / outdoors, slopes.	X					
Bend / Lean Forward from Waist	Forward bending from the waist to perform tasks.		X				
Trunk Twisting	Turning from the waist while sitting or standing to perform tasks.		X				
Kneeling	Remaining in a kneeling posture to perform tasks.		X				
Squatting / Crouching	Adopting a squatting or crouching posture to perform tasks.	X					
Leg / Foot Movement	Use of leg and / or foot to operate machinery.		X				
Climbing (stairs / ladders)	Ascend / descend stairs, ladders and steps.	X					
Lifting / Carrying	Light lifting and carrying (0 - 9 kg).	X					
	Moderate lifting and carrying (10 – 15 kg).	X					
	Heavy lifting and carrying (16 kg and above).						X
Reaching	Arms fully extended forward or raised above shoulder.						X
Pushing / Pulling / Restraining	Using force to hold / restrain or move objects toward or away from the body.						X
Head / Neck Postures	Holding head in a position other than neutral (facing forward).						X
Hand & Arm Movements	Repetitive movements of hands and arms.		X				



Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands.			X			
Work At Heights	Using ladders, footstools, scaffolding, or other objects to perform work.						X
Driving	Operating any motor powered vehicle.						X
<b>SENSORY DEMANDS:</b>							
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc.				X		
Hearing	Use of hearing is an integral part of work performance, eg: Telephone enquiries.				X		
Smell	Use of smell is an integral part of work performance, eg: Working with chemicals.	X					
Taste	Use of taste is an integral part of work performance, eg: Food preparation.						X
Touch	Use of touch is an integral part of work performance.			X			
<b>PSYCHOSOCIAL DEMANDS:</b>							
Distressed People	Eg: Emergency or grief situations.			X			
Aggressive & Uncooperative People	Eg: Drug / alcohol, dementia, mental illness.			X			
Unpredictable People	Eg: Dementia, mental illness, head injuries.			X			
Restraining	Involvement in physical containment of patients / clients.		X				
Exposure to Distressing Situations	Eg: Child abuse, viewing dead / mutilated bodies.		X				
<b>ENVIRONMENTAL DEMANDS:</b>							
Dust	Exposure to atmospheric dust.						X
Gases	Working with explosive or flammable gases requiring precautionary measures.	X					
Fumes	Exposure to noxious or toxic fumes.	X					
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.	X					
Hazardous Substances	Eg: Dry chemicals, glues.						X
Noise	Environmental / background noise necessitates people raise their voice to be heard.						X
Inadequate Lighting	Risk of trips, falls or eyestrain.						X
Sunlight	Risk or sunburn exists from spending more than 10 minutes per day in sunlight.						X
Extreme Temperatures	Environmental temperatures are less than 15°C or greater than 35°C.						X
Confined Spaces	Areas where only one egress (escape route) exists.						X
Slippery or Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground.						X
Inadequate Housekeeping	Obstructions to walkways and work areas cause trips and falls.	X					
Working At Heights	Ladders / stepladders / scaffolding are required to perform tasks.						X
Biological Hazards	Eg: Exposure to body fluids, bacteria, infectious diseases.		X				

**The area below is for any special comments or notes on significant physical or other demands required to perform this job.**