

Position Description

"Healthy community"



- DESIGNATION:** Registered Nurse - Grade 2
- REPORTS TO:** Direct: Nurse Unit Manager
Indirect: Director of Nursing
Indirect: Director of Clinical Services
- CLASSIFICATION:** Registered Nurse – Grade 2
- AWARD:** Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020 and subsequent agreements.

Purpose of Position

The Registered Nurse Division 1 Grade 2:

- Demonstrates competence in the provision of quality nursing care to people of all ages and cultural groups.
- Practices independently and interdependently assuming accountability and responsibility for their own actions and the delegation of care to other healthcare workers as required.
- Is an active member of the multidisciplinary health care team to maintain the delivery of a high standard of care for patients and their families;
- Develop and consolidate clinical skills, knowledge base and professional practice in accordance with the health needs of the population and changing patterns of disease and illness.
- Contributes to quality healthcare through personal and professional development, research data generation, clinical supervision and development of policy and clinical practice guidelines.

Key Activities

1. Specific Responsibilities:

- The Registered Nurse will accept accountability and responsibility for their own actions within their scope of practice.

To competently perform in this position, the person should possess the knowledge, skills and experience based upon the following Key Result Areas and Performance Indicators:

Key Result Area 1	Performance Indicators
<p>Leadership and Professional Practice Demonstrates practice within the Vision, Mission and Values of Maryborough District Health Service and according to the intent and standards prescribed by the Australian Health Practitioner Regulation Agency http://www.ahpra.gov.au/</p>	<ul style="list-style-type: none">• Function in accordance with legislation, conducting practice within a professional and ethical framework to deliver accountable care that protects the right of individuals and groups• Set goals for personal and professional development with each clinical rotation.• Work within the Nursing Professional of Conduct and ANCI competency standards.• Ensure all patients, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination• Collaborate with multi-disciplinary team members to achieve desired health outcomes for patients• Mentor or preceptor staff as directed by the Nurse Unit Manager or delegate• Act as a resource for Grade 2 Nurses, Enrolled Nurses, casual nursing staff and students• Assume rotation into senior roles when delegated or required to do so, based on the level of educational preparation and competence

	<ul style="list-style-type: none"> • Ensure that optimal efficiency is achieved and quality of care is maintained • Consider the costs and budget implications in relation to work practices and consumables related to patient care • Demonstrate a commitment to organisational change • Assume accountability and responsibility for providing a high standard of direct patient care through assessment, planning, implementation and evaluation of outcomes • Accept accountability for own actions and seek guidance from senior nursing staff when limited by own level of expertise • Practice within policy and procedural guidelines • Respond to clinical changes in the patient's condition and initiate consultation with relevant medical/nursing and multidisciplinary team as required • Accurately document patient care in accordance with health service guidelines • Supervise and direct the clinical practice of other staff as required • Ensure incidents regarding clinical practice are accurately documented and investigated at the time of the incident and the Nurse Unit Manager or delegate is informed
Key Result Area 2	Performance Indicators
<p>Human Resources Management</p> <p>Demonstrates application of knowledge to support quality health care, a competent workforce and a satisfactory work environment for staff</p>	<ul style="list-style-type: none"> • Assist the Nurse Unit Manager to establish and maintain effective communication systems within the clinical specialty • Assist with monitoring workloads to ensure appropriate staff and skill mix • Act responsibly in relation to rostering practices • Comply with health service policy regarding uniform and punctuality • Act to ensure Annual Leave and ADO liability comply with health service policy • Promote and support the mandatory competency framework for the Nursing Directorate and the clinical unit ensuring compliance issues are addressed within an agreed timeframe • Demonstrate an ability to resolve conflict • Promote and maintain an environment of teamwork and professionalism
Key Result Area 3	Performance Indicators
<p>Business Management</p> <p>Demonstrates leadership and application of knowledge to operate within the agreed nursing budget for the clinical unit and the organisation's Financial Management framework</p>	<ul style="list-style-type: none"> • Demonstrate an awareness of the financial management framework and budgetary issues for the clinical unit • Support the core business of the clinical unit and the Nursing Directorate • Work within the 'Delegations of Authority' consistent with the role
Key Result Area 4	Performance Indicators
<p>Clinical Governance</p> <p>Demonstrates understanding, application of knowledge and implementation of the organisation's clinical governance framework to ensure the provision of high quality health care through continuous improvement</p>	<ul style="list-style-type: none"> • Assist the Nurse Unit Manager to monitor standards of professional practice and service delivery through Maryborough District Health Service Quality Framework to ensure all patients receive clinical treatment that is appropriate for their condition and based on currently available best practice • Contribute to the implementation and achievement of activities identified in the clinical unit's annual Quality Plan • Identify areas of nursing practice where improvement can be made to the quality of patient care • Support and actively participate in quality improvement activities • Represent the clinical unit on nominated committees, working groups and projects as designated by the Nurse Unit Manager ensuring information is shared with the clinical team • Comply with Maryborough District Health Service integrated Risk Management framework

	<ul style="list-style-type: none"> • Identify clinical risk through incident reporting and analysis and record review • Participate in the Nursing Directorate Clinical Audit schedule • Assist the Nurse Unit Manager to objectively investigate complaints with point of service resolution and implementation of strategies to prevent reoccurrence • Comply with and participation in Maryborough District Health Service Governance Documentation framework • Actively participate in the ACHS/Aged Care Evaluation and Quality Improvement Program and preparation for organisational accreditation surveys
Key Result Area 5	Performance Indicators
<p>Learning Organisation Demonstrates commitment to personal and professional development of staff and ability to lead and develop a diverse clinical team and participate as an active member of a team</p>	<ul style="list-style-type: none"> • Participate in the orientation of staff, students as directed by the Nurse Unit Manager or delegate • Facilitate, enhance and support the professional growth and development of staff and students within the clinical unit • Ensure educational opportunities are relevant, practical and timely according to the identified needs of the clinical unit • Maintain and promote awareness of legal and ethical implications of nursing practice • Maintain currency of knowledge and clinical expertise through attendance and participation in relevant courses, conferences, seminars and educational opportunities • Contribute to the development and ongoing review of the clinical unit portfolio framework • Demonstrate commitment to specific portfolios/participation in committees or working groups as delegated by the Nurse Unit Manager • Initiate and progress projects relevant to the clinical specialty • Participate in the review of one's own professional development annually, with the Nurse Unit Manager, identifying key areas for professional and personal growth • Actively participate in leadership and management development opportunities internally and externally
Key Result Area 6	Performance Indicators
<p>Information Management Demonstrates knowledge and application of skills to ensure the organisation's information management goals are met</p>	<ul style="list-style-type: none"> • Demonstrate ability to operate PC based software packages confidently, with understanding of Microsoft Office© and the organisation's Health Information Management system • Demonstrate and understanding of the organisation's Health Information Management system at the level required to fulfill the role • Maintain accurate and timely documentation • Demonstrate verbal and communication skills • Maintain awareness of the organisation's approach to planning, implementation and management of information and communication technology • Participate in information and data management collections systems to assist in meeting both operational and strategic needs of the organisation • Demonstrate ability to critically analyse and effectively utilise data management systems to support and improve care and service delivery

2. Organisational Responsibilities:

- Participate in team/departmental meetings and other organisational meetings if required.
- Participate in staff development and training if required.
- Maintain accurate records, statistics and reports as needed.
- Participate in service development if required.

Position Prerequisites

- Current Registered Nurse AHPRA Registration with no restrictions.

Willingness to embrace and promote our organisational values:



GENUINE



RESPECT



EXCELLENCE



ACCOUNTABILITY



TOGETHERNESS

G – Genuine. Being consistently honest, trustworthy and accountable.

R – Respect. This is a reflection on our behaviours, attitudes and words, always being fair, honest and caring to those who we work and come in contact with.

E – Excellence. Only the best by us will do, achieving the highest standard of service and care.

A – Accountability. We consistently do what we say we are going to do by supporting and holding each other to account.

T – Togetherness. Working together to support common values and vision for shared goals.

Quality Improvement

Employees are required to participate with the organisation in the Quality Improvement program to encourage excellence of care and ensure effective and safe use of resources.

This includes participation in appropriate courses of training required by the Health Service and to share knowledge with other staff members.

Risk Management

Each employee has a duty to take a proactive role in contributing to the identification, management and reporting of risks, including near misses and hazards. Employees who identify a risk are required to take first line action to minimise the risk and to then report it to their direct line manager for further management. All employees are required to report any incidents that occur during the course of their duties.

Occupational Health & Safety

Each employee has the right to a safe working environment and s/he should advise the supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of their own health and safety, to co-operate with the MDHS OH&S policies and to participate in appropriate safety education and evaluation activities.

Equal Opportunity, Workplace Behaviours & Code of Conducts

MDHS endorses the Victorian State Government Code of Conduct. Each employee has the right to equal opportunity and a work environment free from any form of workplace harassment and bullying. Each employee must adhere to MDHS Policies in this regard and participate in education and training.

Each employee must demonstrate an understanding of appropriate behaviours when engaging with children, according to MDHS' Child Safety Policy and Child Safety Code of Conduct.

Infection Control

Each employee has the responsibility to minimise the risk of acquisition or exposure of infections to patients, residents, visitors and health care workers, arising from activities within the health care environment. Risk management strategies are to be supported by all staff in adhering to the Infection Control Policy Manual Guidelines.

Confidentiality

The employee has a responsibility to adhere to the MDHS Policies, as a condition of employment. They are required to maintain confidentiality with reference to all matters relating to the Health Service and patients of the Health Service, both internally and externally.

Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act, 1988.

Key Selection Criteria

Essential

- KSC1** Sound understanding of the role and responsibilities of a Registered Nurse
- KSC2** Demonstrated organisational skills particularly with respect to time management.
- KSC3** Demonstrated ability to contribute and practise collaboratively as part of a multi-disciplinary team.
- KSC4** Demonstrated ability to communicate effectively with patients, visitors and staff at all levels within the organisation.
- KSC5** Have well developed interpersonal skills.
- KSC6** Demonstrated written and computer skills at the level required to fulfil the role.
- KSC7** Demonstrated knowledge of and involvement in evidence-based practice and research activities.
- KSC8** Demonstrated evidence of commitment to ongoing education and professional development to ensure working within current scope of practice.

Other Relevant Information

- Statements included in this position description are intended to reflect in general the duties and responsibilities of the position.
- Management may alter this Job Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- Probation Period is six (6) months from commencement. A Performance Review will be undertaken three (3) and six (6) months from commencement then quarterly, 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.

Authorisations

Employee _____