

# POSITION DESCRIPTION

<b>Position:</b>	Registered Nurse		
<b>Division:</b>	Clinical Operations	<b>Level of Authority:</b> (as per BRHS Instrument of Delegation)	General Staff
<b>Department/Unit:</b>	Tambo Medical/Surgical Ward		
<b>Reports To:</b>	Nurse Unit Manager, Tambo Medical/Surgical Ward		
<b>Direct Reports:</b>	Nil		
<b>Enterprise Agreement:</b>	Nurses and Midwives (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2020-2024 <i>and subsequent agreements as may be approved in accordance with Fair Work legislation during the course of employment.</i>		
<b>Salary Range:</b>	RN Grade 2, Year 3 - 8, \$75,134 - \$95,378 per annum dependant on qualifications and experience (pro rata if part time), plus superannuation in accordance with statutory regulations and extensive salary packaging options.		

## BAIRNSDALE REGIONAL HEALTH SERVICE

Bairnsdale Regional Health Service (BRHS) is a multifaceted and growing regional health system providing a comprehensive array of health care services to the East Gippsland community. BRHS is driven by our mission to provide quality health and well-being services that deliver the best possible health outcomes to our community.

Three campuses in Bairnsdale provide opportunity for staff and students across a wide range of professional specialties including emergency, acute, sub-acute, maternity, residential aged care, allied health, community health, oral health, information technology, administration, finance and extensive support services. As the region's largest employer, BRHS is a magnet that attracts talented professionals to the region, and maintains a strong commitment to developing key strategic partnerships to enhance healthcare services in the region strengthening our community.

We maintain a strong commitment to understand the health service needs of the local population. Our fundamental commitment to partnering with our consumers through ongoing collaboration supports our delivery of great consumer experience and health outcomes.

BRHS is located on the lands of the Gunaikurnai people. Find out more about BRHS [here](#)

## DEPARTMENT

Tambo ward contains 34 beds with a 4 bed higher acuity area. The unit provides care for a large spectrum of medical conditions and post-operative care for gynaecology, urology, gastroenterology and general surgery patients. The ward has facilities for cardiac monitoring via both mobile telemetry units and fixed monitors.

The department is led by a Nurse Manager, supported by Associate Nurse Managers and a mixture of Registered and Enrolled Nurses. The nursing team also works with Allied Health Professionals and in close partnership with a medical workforce comprising staff physicians, visiting general practitioners, hospital medical officers, visiting specialists and local and visiting surgeons.

## POSITION OBJECTIVE

- Be an integral member of the Medical/Surgical team by providing excellent patient centred and compassionate nursing care in accordance with BRHS policies and procedures.
- Maintain and achieve best practice nursing using principals of Evidence Based Practice to improve the provision of patient care and service delivery.

## ORGANISATIONAL INFORMATION

### Our mission:

To provide quality health and well-being services that deliver the best possible health outcomes to our community.

### Our purpose:

To improve the lives of our patients, their families and our community.

### Our principles of care

We are committed to providing the highest level of treatment to the people of East Gippsland, delivered with care and compassion for every individual, every time.

#### 1. Quality

A quality service achieves positive outcomes. We are committed to finding the best possible solutions for our community's health challenges.

#### 2. Integrity

We consistently adhere to principles of professionalism and follow through on our promises with care and accuracy. We can be relied upon and trusted.

#### 3. Communication

We listen. Effective communication will help to ensure the best level of care is provided to patients, and clinical outcomes are optimised.

#### 4. Kindness

Our people are our community; patients, carers, staff and volunteers. They are the heartbeat of our service. We treat each other with respect, empathy and compassion.

### Our focus 2022-2026

1. Excellence in the care we provide
2. Investing in our people
3. Future proofing our resources
4. Collaboration for value generation

## RESPONSIBILITIES & ACCOUNTABILITIES

### Primary Responsibilities

- Provide care that is patient centred and clinically appropriate to achieve patient safety, comfort and overall health improvement.
- Develop a care plan for each patient in consultation with the patient (as much as possible) to provide patient centred care.
- Commence discharge planning on the day of admission and effectively communicate expected plans to the patient and/or family.
- Observe, record and communicate to the ANUM or NUM matters related to changes in the general and specific physical condition of the patient.
- Be familiar with, and lead processes that allow staff to know the 'Patient Status at a Glance' including the use of bedside boards and journey board and improve the patient experience.
- Be familiar with the clinical guidelines relating to the escalation of care and take appropriate action when patients observation's enter the 'trigger zones' or there are condition changes or deterioration.
- Communicate effectively and respectfully with the patient and their family
- Work in partnership with the multidisciplinary team to ensure support and education is provided to the patient and/or family.
- Act as a patient advocate at all times.
- Ensure medications are administered to patients according to all legislated guidelines and be familiar with and practice the 8 rights of medication safety
- Respect all patient/clients freedom and rights
- Have a good knowledge of the patient and family's right to escalate care when required.
- Ensure practices are conducted in a professional manner and in line with current policies, guidelines and procedures
- Attend professional development activities that are associated with relevant and current work practices that will provide more learning, skills and knowledge.
- Share knowledge gained through experience and education.
- Ensure the delivery of best practice quality care within the scope of practice for an RN
- Provide professional leadership to other staff including undertaking in-charge shifts (if within your skill base) if required.
- Undertake other duties as required by the Manager/Team Leader that are within the scope and skill consistent with the position.

### Strategic Imperatives

- Demonstrate an awareness and understanding of BRHS' strategic plan and contribute to the team's work plan to achieve organisational goals.
- Ensure all work practices comply with current BRHS policies, procedures and/or guidelines.
- Be familiar with the organisation's principles of care and demonstrate alignment to these in your day to day practice.
- Demonstrate an awareness and compliance with the BRHS Consumer Engagement strategy to foster person-centred practice.
- Adopt and maintain a progressive and evidence-based approach to service delivery.

### Professional Development

- Actively engage in the annual performance review and development appraisal with direct supervisor.
- Maintain professional competencies and registration (if applicable) and undertake relevant professional development, continuing education and training.
- Ensure completion of mandatory competencies (both organizational and profession-specific).

## Work Health and Safety

- Regularly monitor and review personal work practices and the environment to ensure a healthy and safe workplace in accordance with BRHS policies/procedures and legislative requirements.
- Adhere to Occupational Health and Safety, Equal Employment Opportunity, Emergency Management, Waste Management, Environmental Sustainability and Infection Control policies and legislation.
- Proactively report OH&S hazards, incidents and injuries to supervisor.

## Quality and Risk Management

- Actively participate and contribute to quality improvement activities, by identifying and making recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery outcomes.
- Adhere to BRHS incident and complaint investigation policies and procedures.
- Manage risk in daily work practices.
- Adhere to all organisational policies and procedures.
- Ensure a good knowledge of policies relating to reportable conduct, child safe standards and hospital response to family violence.

## Information and Resource Management

- Understand the purpose of, and be able to use client/corporate records systems and common software applications confidentially and appropriately
- Prepare documentation using clear, concise and grammatically correct language appropriate to the role and service requirements.
- Record and maintain accurate and timely data as directed to meet relevant funding and policy requirements.
- Work within budget requirements and use resources appropriately.
- Comply with record and information management requirements in accordance with relevant BRHS policies and guidelines.
- Ensure information relating to patients/clients and colleague's is kept private and confidential at all times in accordance with BRHS policy and procedures.

## Communication and Teamwork

- Actively participate in team meetings, staff forums and other meetings relevant to the role, and as required by supervisor.
- Work in a co-operative and collaborative manner with all team members to foster a positive and supportive work environment and person-centred service provision.
- Provide guidance and support to students and staff in your work area to contribute to a valuable and constructive learning experience.

## Diversity and Inclusion

- Support an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities.
- Actively participate in developing cultural competence including an awareness and understanding of the diverse range of cultures and backgrounds, including Aboriginal and Torres Strait Islander people, members of the LGBTIQ community and people with a disability.

## POSITION REQUIREMENTS

<b>Position Requirements</b>	
Satisfactory National Police Check (no older than 12 months) <i>Certificate must be provided prior to commencement.</i> <i>National Police Check is required to be renewed every 3 years at the employee's expense.</i>	Required
Satisfactory Working with Children Check <i>Evidence of application must be provided prior to commencement.</i> <i>Working with Children Check is required to be renewed every 5 years at the employee's expense.</i>	Required
Satisfactory Health Declaration (BRHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i>	Required
Immunisation History (BRHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i> <i>Participation in the annual influenza vaccination program by 15<sup>th</sup> August each year is a requirement.</i>	Required
Evidence of COVID-19 vaccination <i>Proof of full vaccination must be provided prior to commencement. (Eg Certificate from myGov record) in accordance with Department of Health guidelines</i>	Required
Evidence of Professional Registration	Required
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	Not required
Valid Trade Licence	Not required
Undertake Health monitoring as per BRHS Cytotoxic Drugs & BCG Instillations policy). Mandatory to occur prior to commencement and when required during employment	Not required
<b>Typical Work Schedule</b>	
<p>This position is worked as required across 7 days per week                      This position is required to work on public holidays.                      Availability to work a variety of shifts is required.</p>	

## KEY SELECTION CRITERIA

Bairnsdale Regional Health Service is an equal opportunity employer. Our four "principles of care" guide us to assist achieve our mission, purpose and goals. Selection will be based on assessing demonstrated alignment with the skills, qualifications, knowledge, principles of care and other personal qualities required to carry out the role effectively.

### Qualifications and Experience

- Current AHPRA registration as a Registered Nurse.
- Satisfactory completion of a Nurse Graduate Program (or ability to demonstrate equivalent).
- 2 years recent acute nursing experience.
- Postgraduate qualifications in Medical/Surgical Nursing an advantage.
- CVAD competencies or commitment to attain.

### Skills, Knowledge and Attributes

1. Excellent clinical assessment skills with the ability to apply the escalation of care principles.
2. Excellent care planning skills with a good understanding of and commitment to providing patient centred care with a compassionate approach.
3. A well-developed understanding of discharge planning and transition of care issues so as to achieve safe and timely discharge.
4. Proven capacity to work in an effective and collaborative manner as part of a multidisciplinary health team.
5. Well-developed communication skills with the ability to utilise key principles to ensure a good clinical handover and escalation of care.
6. A sound understanding of key elements of OH&S and risk management and how they relate to the acute setting in nursing.
7. A willingness to adapt to a constantly changing environment with a demonstrated commitment to ongoing learning and professional development.
8. Demonstrated ability to work autonomously within your scope of practice and have the capacity to provide support and guidance to team members especially Enrolled Nurses and students.

## JOB DEMANDS CHECKLIST

Bairnsdale Regional Health Service endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions:	
<b>I = Infrequent</b>	Activity may be required very infrequently
<b>O = Occasional</b>	Activity required occasionally, not necessarily all shifts
<b>F = Frequent</b>	Activity required most shifts, up to 50% of the time
<b>C = Constant</b>	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
<b>N/A = Not Applicable</b>	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks		x			
Standing	Remain standing to perform tasks			x		
Walking	Periods of walking required to perform tasks				x	
Bending	Forward bending from waist to perform tasks				x	
Kneeling	Remaining in a kneeling position to perform tasks		x			
Lifting/Carrying	Light lifting and carrying			x		
	Moderate lifting and carrying		x			
	Assisted lifting (mechanical, equipment, person assist)			x		
Climbing, Working at Heights	Ascending and descending ladders, stools, scaffolding					x
Pushing/ Pulling	Moving objects e.g. trolleys, beds, wheelchairs and floor cleaning equipment		x			
Reaching	Arms fully extended forward or raised above shoulder			x		
Crouching	Adopting a crouching posture to perform tasks		x			
Foot Movement	Use of leg and/or foot to operate machinery		x			
Head Postures	Holding head in a position other than neutral (facing forward)			x		
Fingers/Hand/ Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding		x			
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands			x		
Driving	Operating a motor powered vehicle e.g. Use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus etc.					x

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Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Psychosocial Demands</b>						
Distressed People	Highly emotional people crying, upset, unhappy, depressed. E.g. Emergency or grief situations		x			
Aggressive/Unpredictable People	Raised voices, yelling, swearing, and arguing. E.g. Drug/alcohol, dementia, mental illness		x			
Exposure to Distressing Situations	E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased		x			
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring precautionary measures	x				
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)	x				
Noise	Environmental/background noise necessitates people raising their voice to be heard		x			
Biological Hazards	E.g. Exposure to body fluids, bacteria, infectious diseases requiring PPE				x	
Cytotoxic Materials	Handling and/or preparation of cytotoxic materials			x		
Radiation	Working with radiologic equipment	x				

## AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X

\_\_\_\_\_  
Employee signature  
Date

X

\_\_\_\_\_  
Employee name (Printed)

**Bairnsdale Regional Health Service is a smoke free workplace**

## DOCUMENT CONTROL

Bairnsdale Regional Health Services reserves the right to review and amend this document at its discretion.

<b>Reviewed by Manager:</b>	<b>Date:</b> 23/05/2023	<b>Updated:</b> <input checked="" type="checkbox"/>	<b>No Update required:</b> <input type="checkbox"/>
<b>Approved by General Manager/Executive:</b>	<b>Date:</b> 23/05/2023	<b>Name:</b> Maree Fellows, ECO	

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