



# Maryborough District Health Service

## POSITION DESCRIPTION

<b>Position Title:</b>	Registered Undergraduate Student of Nursing (RUSON)
<b>Reports To:</b>	Nurse Unit Manager – Amherst Ward
<b>Direct Reports:</b>	N/A
<b>Directorate:</b>	Clinical Services
<b>Classification:</b>	<i>RUSON Year 1- Year 3 (YP12-YP14)</i>
<b>Employment Conditions:</b>	<i>Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024 and subsequent agreements</i>
<b>Qualifying Period:</b>	6 months from commencement date.

### Maryborough District Health Service

Maryborough District Health Service (MDHS) is located on the traditional lands of the Dja Dja Warrung People of the Kulin Nation and services the Central Goldfields and Pyrenees Shire with campuses in Avoca, Dunolly and Maryborough. The strong clinical and social links between the three campuses ensure that qualified staff who are committed to high standards of person-centred care for the community. MDHS is one of the largest employers in the region, providing the perfect setting to become part of our team and community.

### Our Vision

Changing the healthcare story with our community.

### Our Values



GENUINE



RESPECT



EXCELLENCE



ACCOUNTABILITY



TOGETHERNESS

### Our Promise

- Seeking to understand you as a person, not as a condition.
- Caring for you with compassion and kindness.
- Treating you fairly and respectfully, on every occasion.
- Keeping you safe and informed with open and honest communication.

### The Position

The RUSON works as an assistant to the health care team, assisting the registered nurses to provide delegated aspects of patient care. Elements of direct and indirect patient care will be delegated in accordance with the professional judgement of the supervising registered nurse and in accordance with the level of achieved educational preparation and assessed competence of the individual RUSON.

The RUSON will be allocated to a specific ward/unit and will work in accordance with the specific ward/unit duty list.

## Key Responsibilities

A RUSON will:

- A RUSON is required to work under the direct supervision and delegation of a Registered nurse (RN) at all times, and work within the agreed core duty list for the role.
- A RUSON will complete performance appraisals/reviews in accordance with hospital policy.
- A RUSON must maintain their academic obligations in the Bachelor of Nursing, and remain as an active student throughout their fixed term employment.
- A RUSON will work with one or more Registered nurses to provide delegated care to a group of patients.
- Function in accordance with legislation and the organisation's local policies and procedures, conducting practice within a professional and ethical framework to deliver delegated care.
- Collaborate and consult with the Registered nurse and other multidisciplinary team members to achieve desired health outcomes for patients.
- Ensure all patients, residents, families, clients, visitors and staff are treated with respect, dignity and courtesy; an environment that is free from harassment and discrimination.
- Accept accountability and responsibility for providing a high standards of direct patient care within the scope and core duties list of the RUSON.
- Works collaboratively with both the employer and the University to ensure the requirements of both organisations are met.
- Compliance with all MDHS Policies and Procedures.
- Adherence to MDHS infection control policies and procedures.
- Participation in MDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- Ensure that the affairs of MDHS, and its partnering organisations, patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of MDHS.
- Recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst MDHS employees.
- Commitment to a patient/client centred approach in the provision of health care and services, consistent with the employing organisation's values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.
- Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
- Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.
- Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required, being proactive.
- Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.
- Effectively managing one's time and resources to ensure that work is completed efficiently.
- Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

- Working effectively and cooperatively with others; establishing and maintaining good working relationships.
- Meeting patient and patient family needs; taking responsibility for a patient's safety, satisfaction, and clinical outcomes; using appropriate interpersonal techniques to resolve difficult patient situations and regain patient confidence.

## Generic Responsibilities

**Code of Conduct:** The MDHS Code of Conduct is binding on all members of our team. Contravention of a provision in the code may constitute misconduct and / or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Staff Grievance Resolution Counselling and Discipline Policy.

**Compliance with policies and procedures:** All MDHS policies and procedures are located on PROMPT. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety:** Every member of our team has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with MDHS OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control:** Every staff member has the responsibility to minimise incidents of infection / cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in MDHS's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality:** All information concerning MDHS, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement:** MDHS is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a MDHS employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the relevant framework.

**Diversity:** Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff. Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

### Pre-Employment Security Screening:

- A valid Employee Working with Children Check is required for all positions.
- A valid National Criminal History Check is required for all positions which is to be completed every 3 years.
- A valid NDIS Workers Screening will be required for workers identified as working within a risk assessed role.

**No-Smoking Policy:** To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

## Key Selection Criteria

### Essential

#### Qualifications:

- Currently completing second year of Bachelor of Nursing.

- Registered as a student nurse with AHPRA with no conditions or undertakings
- Previous experience working in a healthcare setting would be an advantage.

#### **Technical/Professional Knowledge and skills**

- Demonstrated satisfactory academic progress in the Bachelor of Nursing (Credit or above for all subjects and competency in clinical placements preferred but not essential).

#### **Desirable**

- Ability to work AM and PM shifts over a 7 day roster

#### **Additional Information**

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.
- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory training.
- Redeployment to other services and sites within MDHS may be required.

#### **Acknowledgement**

I acknowledge:

- That I have read and fully understand the Position Description.
- I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

**Name (please print)**

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**Signature**

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**Date**

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