



POSITION DESCRIPTION

POSITION TITLE	Registered Nurse (RN)
DEPARTMENT	Acute Ward
REPORTS TO	Acute Services Manager
DIRECT REPORTS	Not applicable
AWARD	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024 – 2028
CLASSIFICATION	Grade 2 Yr2-Yr8
DATE OF CREATION/AMENDMENT	November 2024
CREATED/AMENDED BY	HR Support

“Caring for Our Community”

POSITION OBJECTIVES

The Primary objective of this role is to provide evidence-based nursing care for patients in accordance with the care plan developed in conjunction with the patient, their medical officer and other members of the health care team. In addition, Registered Nurses will develop and maintain effective relationships with patients, their family/carers and members of the health care team.

RESPONSIBILITIES & PERFORMANCE INDICATORS

Patient Care;

- Carries out comprehensive and accurate nursing assessments and initiation of nursing care plans and therapies within one’s scope of practice.
- Provides clear documentation of patient management issues, their progress and relevant information including up to date clinical pathways while ensuring nursing care plans contain concise and relevant information.
- Accurately completes admission and discharge processes and liaises with other members of the health care team as appropriate.
- Works cooperatively as a team member towards identified goals as discussed with the patient, family and other team members.
- Acts as a patient advocate.
- Assesses the level of understanding of patients and families and provides appropriate education.
- Evaluates progress toward expected outcomes and reviews plans in accordance with evaluation data.
- Revises patient outcomes, priorities and nursing interventions with changes in client condition.
- Nurtures the team approach by promoting and maintaining effective communication with all relatives, staff, and members of the health team.
- Maintains patient confidentiality and privacy at all times.
- Functions in accordance with legislation, regulatory requirements and in line with professional scope.
- Prioritises workload effectively and deliver quality care.
- Assists in the Supervision of students, graduates, new staff and Enrolled Nurses.
- Assists the ANUM or AHNM in the urgent care centre as required

Administration;

- Complete all mandatory competencies as directed by the Health Service
- Plans for own professional and personal development and implements identified areas of professional growth through attendance at relevant seminars, in-service education and readings.
- Informs the Acute Services Manager or After Hours Manager of changes in work demands, work routines, problems or issues affecting the provision of care on the unit.
- Reports any potential health and safety issues.
- Maintains awareness of organisational policies, procedures and clinical practice guidelines.
- Ensures incidents are reported utilising the VHIMS application, and forwarded on to the Acute Services Manager as soon as is practicable.

- Participates in the quality improvement cycle
- Capacity to support the After Hours Manager when required.
- Willingness and capacity to take on a portfolio responsibility.

QUALIFICATIONS / SKILLS

Essential:

- Current National Registration as a Registered Nurse
- Contemporary generalist nursing knowledge and experience
- Current National Police Check and Working With Children Check
- Current Influenza vaccination

Desirable:

- Relevant post graduate training or education in acute medical or emergency nursing or plans to undertake same.
- Preference for Rural and Isolated Practice Registered Nurse (RIPERN) endorsement or working towards.

KEY SELECTION CRITERIA

- Experience or willingness to gain experience in area of clinical practice
- Comprehensive assessment, care planning, care delivery and evaluation skills
- Understanding of the concept of person centred care
- Sound level of communication skills
- A preparedness to engage in precepting/coaching students and new staff
- Commitment to collaborative practice and productive working relationships
- Ability to reflect on own practice
- Evidence of ongoing Clinical Practice Development (desirable)

OCCUPATIONAL HEALTH, SAFETY & WELLBEING

All REDHS employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved policies and procedures that apply to their work.

All REDHS employees share responsibility for occupational health and safety (OH&S) with specific responsibilities and accountabilities allocated to positions with REDHS organisational structure.

All REDHS employees also have responsibility to the National Safety and Quality Standards (NSQHS) ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet their obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including dismissal.

Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes REDHS Injury Management Policy and Procedure.

Specific employee responsibilities include:

- Looking after their own health and safety and of others in the workplace.
- Following safe work practices and using personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries, 'near miss incidents, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don't willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk.

- Perform only those tasks for which they have received appropriate training and instruction.
- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

HEALTH SERVICE POLICIES AND PROCEDURES

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the intranet site.

'THIS IS ME'

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. 'This is Me' is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs utilising Montessori actions. 'This is Me' is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

RISK MANAGEMENT

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE REVIEW AND DEVELOPMENT

It is a condition of employment that employees participate in the Performance Review and Development program.

QUALITY IMPROVEMENT

All REDHS employees must participate in REDHS integrated risk management and quality improvement systems by being aware of their responsibility to identify, minimise and manage risks and identify opportunities for continuous improvement in the workplace through communication and consultation with managers and colleagues.

EMPLOYMENT PRINCIPLES

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

VALUES & BEHAVIOURS

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

R	Reliability	Being trustworthy and performing consistently well
E	Engagement	Working collaboratively with people to address issues and create opportunities to bring about positive change
D	Diversity	Understanding that each individual is unique and respecting our individual differences
H	Hospitality	Receiving and treating all people in a warm, friendly, generous way
S	Sustainability	Meeting our current needs without compromising the ability of future generations to meet their needs

ADDITIONAL REQUIREMENTS

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager. Any such amendments will be made in consultation with the affected employee(s).

Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory Police Records Check, Working With Children Check and where required an NDIS Worker Screening Check prior to commencement.

Statements included in this Position Description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all inclusive.

An interim performance development and review discussion will occur with the employee's manager within three months from the commencement date and annually thereafter. Performance reviews are intended to be a positive discuss, outlining the key roles and responsibilities in the Position Description. The performance review discussion provides an opportunity to clarify the role, revise key performance activities and identify any objectives or goals for the year ahead.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description.

Name (please print): _____

Signature: _____ Date: _____