


Stawell Regional Health provides a complete continuum of integrated health and related services, by providing the highest quality facilities and skills delivered in a personalised and caring environment.

POSITION TITLE: REGISTERED NURSE DIVISION 1 (GRADUATE NURSE)

Name:	
Classification:	
Facility:	Stawell Regional Health consists of 29 acute beds, 6 day surgery & 30 nursing home beds.
Award:	Nurses (Victorian Health Services) Award.
Commencement date:	
Responsible to:	Nurse Unit Manager via Associate Unit Manager.
Primary Objectives:	This position is primarily a patient care role. The Graduate Nurse will deliver clinical patient care within their scope of practice and competency level.
Authorised by:	
	 Director of Clinical Services

PERFORMANCE MONITORING:

Review of performance will be undertaken every three months and then formally reviewed every 12 months based upon this position description.

PERFORMANCE REVIEW DATE:

NEXT PERFORMANCE DATE:

REVIEW OF POSITION DESCRIPTIONS:

This position description will be reviewed annually (June 30 each year), when the position becomes vacant or as deemed necessary.

KEY PERFORMANCE INDICATORS:

To competently perform in this position, the person should possess the following knowledge, skills and experience based upon the following 6 Key Performance Indicators:

1. PERSONAL & PROFESSIONAL DEVELOPMENT

Demonstrated experience and understanding of the need for continuation of both personal and professional development.

2. CUSTOMER SERVICE

Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.

3. ADMINISTRATION & DOCUMENTATION

Through the use of organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

4. TECHNICAL SKILLS & APPLICATION.

Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.

5. TEAMWORK & COMMUNICATION

Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of the Organisation.

6. CONTINUOUS IMPROVEMENT

Commitment to ensuring quality services are delivered to both internal & external clients through continuous improvement activities.

QUALIFICATIONS:

Essential:	A Registered Nurse Division 1 holding a current Registration Certificate as required by the Nurses Board of Victoria. A commitment to providing premium quality client care
Desirable:	
Salary/Conditions:	In accordance with the Nurses (Victorian Health Services) Award 1992 and Stawell Regional Policies. Salary Packaging.
Award/Agreement	As per current Enterprise bargaining agreement.

KEY RESPONSIBILITIES

POSITION TITLE: REGISTERED NURSE DIVISION 1 – GRADUATE NURSE

K.P.I. 1	DESCRIPTION
<div data-bbox="181 539 416 678" style="border: 1px solid black; padding: 5px; text-align: center;"> PERSONAL & PROFESSIONAL DEVELOPMENT </div> <p data-bbox="129 734 443 837"><i>Demonstrated experience and understanding of the need for continuation of both personal & professional development.</i></p>	<ul style="list-style-type: none"> • Continually develop both personally & professionally to meet the changing needs of your career & industry. • Attend all mandatory training sessions provided by the organisation and be actively involved in other training & development. • Actively participate in the Performance Management process as required. • Continually update expertise in regard to medication management, surgical and medical care. • Maintain competence in all relevant areas of clinical practice. • To practice within the framework of current hospital policy. • To assist in fostering a high level of morale within the ward/department. • Adapt readily to changes in direction or strategies affecting health care. • Prepare and deliver at least relevant inservice session. • In consultation with Quality Manager undertake at least one quality project relevant to clinical practice at Stawell Regional Health.
K.P.I. 2	DESCRIPTION
<div data-bbox="181 1037 416 1149" style="border: 1px solid black; padding: 5px; text-align: center;"> CUSTOMER SERVICE </div> <p data-bbox="129 1200 443 1328"><i>Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients..</i></p>	<ul style="list-style-type: none"> • Act in a professional manner at all times when dealing with internal & external clients. • Positively promote the organisation both internally & externally. • Be prompt and provide courteous service to clients, colleagues and the broader community. • Maintain confidentiality on all issues relating to the Organisation, the clients & fellow colleagues, 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. • Treat all clients & colleagues with respect & equality, whilst being responsive to their needs. • Encourage relatives to participate in continuing care. • Assist the client when possible in the resolution of problems. • Participate in clinical and administrative discussions. • Liase with members of the health care team in the planning and delivery of patient care. • Provide the best standard of care possible for clients under your direct care.
K.P.I. 3	DESCRIPTION
<div data-bbox="159 1536 416 1648" style="border: 1px solid black; padding: 5px; text-align: center;"> ADMINISTRATION & DOCUMENTATION </div> <p data-bbox="129 1671 443 1850"><i>Through the use of the organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</i></p>	<ul style="list-style-type: none"> • Ensure that all documentation is accurate, precise & legible, and completed in a professional and timely manner. • Participate in policy development by regular attendance of staff meetings. • Report any accidents/incidents to the ANUM or Unit Manager. • To bring to immediate attention of the ANUM any changes in the clients' condition.

KEY RESPONSIBILITIES

POSITION TITLE: **REGISTERED NURSE DIVISION 1 – GRADUATE NURSE**
(Continued)

K.P.I. 4	DESCRIPTION
<div data-bbox="180 414 416 555" style="border: 1px solid black; padding: 5px; text-align: center;"> TECHNICAL SKILLS & APPLICATION </div> <p><i>Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.</i></p>	<ul style="list-style-type: none"> • Ability to accept full accountability for the general nursing care of patients assigned to your area. • Ensure admission procedures are followed as per organisational policy. • Responsible for the correct administration of prescribed drug therapy, including IV and dangerous drugs following hospital policy. • Responsible for preparation of patients pre-operatively for operative procedures. • Other responsibilities include: Supervised acute medical & surgical nursing, coronary care, accident & emergency, recovery, assisting with minor surgical procedures, paediatric nursing. • The employee should demonstrate a sound knowledge of, and ensure work practices are in line with the Hospital's infection control policies. • Responsibility for monitoring the condition of patients whose medical condition is unstable or potentially unstable, and informing the ANUM of any necessary medical interventions.
K.P.I. 5	DESCRIPTION
<div data-bbox="180 913 416 1032" style="border: 1px solid black; padding: 5px; text-align: center;"> TEAMWORK & COMMUNICATION </div> <p><i>Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of the Organisation.</i></p>	<ul style="list-style-type: none"> • Be aware of, and practice according to, the organisation's Aims, Objectives & Core Values & Behaviours. • Demonstrate the ability to work positively within a team to achieve team goals. • Work harmoniously with other team members to achieve service delivery excellence & form a cohesive healthcare team. • Assist in the orientation of new staff and the supervision and instruction of RN 2 and student nurses. • To facilitate the functioning of other health professional in their health roles. • Liaise with all members of the health care team relevant to the clients care. • Resolve any workplace conflict in a professional manner & through the correct organisational processes. • Ability to contribute to committees & attend staff meetings as required. • To take reasonable care of your own safety, & other persons who may be affected by your acts or omissions in the workplace. • Inform the ANUM or CC of the following; an incident that involves injury to a client or staff member, or a potential internal or external disaster. • Promote a positive culture in the workplace.
K.P.I. 6	DESCRIPTION
<div data-bbox="180 1525 416 1644" style="border: 1px solid black; padding: 5px; text-align: center;"> CONTINUOUS IMPROVEMENT </div> <p><i>Commitment to ensuring quality services are delivered to both internal & external clients through continuous improvement activities.</i></p>	<ul style="list-style-type: none"> • Demonstrated understanding of all relevant external legislation & internal policies and procedures that relate to this position and the Organisation. • Participate and contribute to quality improvement programs and other facility activities to meet Accreditation Standards. • Participate and contribute in occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors. • Ensure all patient care is delivered within the framework of hospital protocols and procedures. • Manage strategies to improve financial viability & cost effectiveness whilst providing quality care. • Actively participate in clinical risk management strategies and programs. • Support & promote Nursing Research and Evidence Based practice. • Participate in relevant Health & Safety updates including Fire, Disaster and other emergency procedures.

January 2006